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NHC Organization's WMAHC: Official Training Manuals

1995-2005

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WMHC OFFICIAL TRAINING MANUAL

Spring, 1995

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Introduction

What follows is the official DJ training manual for WMHC. In the next couple of weeks you will be learning all the ins and outs of college radio, and this manual will be pretty handy to have. So, sit back, give it a read.....and pretty soon you will be on the air.

WMHC's Mission

WMHC is licensed to the trustees of Mount Holyoke College by the Federal Communications Commission (FCC) as a class I, non-commercial station. Our mission is to serve the public's interests, convenience and necessity (PICAN). If WMHC were to fail in this mission the FCC or the trustees of MHC could revoke the station's license, reducing our wattage from 100 to 10 watts. This would mean only one half of the campus would receive our transmission.

WMHC's mission of providing programming that meets the public's interest and needs is carried out in several ways. The most important way, of course, is through the music that we play. Talk shows, Public Service Announcements, and news broadcasts are also important ways we meet these needs.

Music:

We are, as a college, non-commercial station, an alternative to the big, corporate, commercial radio stations in our area. This does not mean, however, that we play "alternative rock" every second we are on the air. Rather, our mission is to play music not found on the big radio stations. This encompasses all types of music.

College radio has traditionally been the breaking ground for new acts and new sounds; It is important to play **new** music on your show. As such, every DJ who does a rock, hardcore, rap, RPM and R+B show will be required to play a certain number of cuts off recent releases each hour. These are called "required cuts" and will be discussed later.

Another means of serving the public musically is through the use of "special programming." This term refers to a show that breaks the boundary of typical college rock, hardcore,

jazz, R+B, RPM and rap shows. If you have any ideas for a unique show, definitely explore the possibility with the music and program directors. Examples of what has been done in the past include: 70's rock, Christian Rock, Gospel, Women's music, Country, Comedy and bedtime hour for children.

Talk Shows:

Talk shows provide an exciting forum for your ideas. A talk show provides the opportunity for a DJ to explore issues of concern, do interviews, or fill up her show in any exciting verbal manner of her choice. If you are interested in doing a talk show speak to the program and news directors about it.

Public Service Announcements (PSA's):

Public Service Announcements are messages read twice an hour that address five main areas of concern the traffic director has decided to focus on. Every three months these issues will change, and this change will be reflected in the PSA's that you will read during your show.

PSA's come in two forms: written and pre-recorded. Written PSA's are found in a small index card box by the console. It is extremely important to pre-read these PSA's before reading them over the air. Sometimes the grammar is terrible; sometimes they are outdated (check the "kill" date in the upper right hand corner of the index card); sometimes they contain difficult to pronounce words; and sometimes they are just too funny (pre-reading prevents the embarrassing situation of breaking into giggles on the air). Pre-recorded PSA's will be found in cart, cassette or CD form.

PSA's must, **must**, be read exactly as they are written with no additional comments from the DJ. At times they may seem ridiculous, but they do pertain to someone in your listening audience. Not reading the PSA in the correct manner is a minor offense in WMHC's official policy. It is also important to realize that PSA's are **extremely** important for the maintenance of our license. They absolutely must be read at the assigned times: twenty minutes after the hour, and twenty minutes before the hour. Your goal in life should be to air the PSA at these times exactly, and to record that they were aired in the program log (to be discussed later). Note: your standard audience member

term "PSA" means. Please avoid comments such as, "...this is/was a PSA." If you must refer to them, call them "public service announcements."

Equipment

The most essential part of DJ-ing, of course, is operating the equipment in the station. This section of the DJ training manual provides a brief overview of how this is done. If it seems a bit dense, you will be interning on a current DJ's show during the training period and the hands-on training you will get then will make this all much clearer.

The station is divided into two studios. Studio One, of the main studio, is the studio where people most typically broadcast from. Studio Two, or the production studio, is where pre-recording is done. Studio Two is up for grabs on a first-come, first-serve basis, except in the case of posted office hours. When a board member is in the office during their official office hours they have priority for use of Studio Two. Where music is concerned, the on-air DJ always has priority.

The Transmitter:

The most important piece of equipment for the operation of our station is the transmitter. This is what "transmits" our signal, as electromagnetic waves, to radios across campus and throughout the local community. The actual transmitter for WMHC is located across campus in Mary Woolley Hall. The switch to turn it (and the rest of the equipment in studio 1) on, however, is conveniently found to the left of the board in the main studio (studio 1), on the console (which also contains the tape deck). This console also contains a meter that measures the volts and watts that are being transmitted out by the station, and is used to take transmitter readings.

Turning station equipment on:

There is an on/off switch located on the console, directly to the left of the board (the console is the piece of equipment that houses, among other things, the cassette player). Flip this switch to ON. Now the equipment is on. NOTE: while the equipment is on and functioning, nothing is being transmitted

over the air. When this switch is in the "on" position it merely indicates that electronic current is flowing through the system. To go over the air, and transmit your show outside of the station, you will need to turn on the transmitter.

How to correctly turn the transmitter on:

On the transmitter there are three white buttons. One button says CHAN, one has a triangle with its point up, and one has a triangle with its point down.

- 1- Make sure that the CHAN button is on 1 by watching the digital readout and pressing the CHAN button until it reaches 1.
- 2- Once the CHAN button is on 1, press the button with the triangle pointing up FIRMLY.
- 3- A red light on the left side of the transmitter buttons will light up next to the number 1 and the static sound will cease. Once this has happened you are on the air.
- 4- Take a transmitter reading (discussed later) and sign-in on the transmitter log.

How to correctly turn the transmitter off:

On the transmitter there are three white buttons. One button says CHAN, one has a triangle with its point up, and one has a triangle with its point down.

- 1- Take a final transmitter reading (Discussed in the next paragraph) and sign-off on the transmitter log.
- 2- Press the CHAN button until you reach 1.
- 3- Press the button that has the triangle pointing down on it FIRMLY.
- 4- The red light next to the number 1 on the left of the transmitter buttons should go off and you should hear static. When it does, you are off the air.

How to correctly take a transmitter reading:

On the transmitter there are three WHITE buttons. One button says CHAN, one has a triangle with its point up, and one has a triangle with its point down. You are required to take a transmitter reading every time you turn the transmitter on and off, and on the top of every hour while you are on the air.

- 1- Find the correct time slot on the transmitter log (to be discussed later) to record the reading.
- 2- Press the CHAN button until you reach channel 2 (watch

- the digital readout).
- 3- Write down the number on the digital readout under Volts.
 - 4- Press the CHAN button until you reach channel 3.
 - 5- Record the number on the digital readout under "Current."
 - 6- Multiply the Volts x Current x 0.5052. This formula yields the number of watts being transmitted. Record this number under Power.
 - 7- The level you record should constantly be within the range of: 51.3-59.85

The Board:

(To facilitate your understanding of this section of the manual there is a mock-up of the "board" in the appendix which you might want to refer to while reading.)

The board is the control center of the station, meaning the equipment is all controlled by the buttons and "pots" (round switches) found on the board. It is the long piece of equipment located directly in front of you if you are sitting in the DJ chair.

There are 8 pots connected to different pieces of equipment in the station. The pots control the volume, or "level" being transmitted. When the pot is turned all the way down, and cliqued into "cue," the sound you hear is only in the station; When the pot is turned above cue the equipment hooked up to the pot is transmitting over the air. Below each pot are two buttons, one green and one red. These buttons indicate whether the equipment is on or off; If the pot is above cue it indicates whether something is going over the air. The red button, when lit, indicates that the sound being emitted from the equipment is *not* going over the air; The green button, when lit, indicates that the sound being emitted from the equipment *is* being transmitted over the air. (Occasionally the lights below these buttons blow. The button does still work even if it does not light up, though.).

Above each pot there are two switches. The bottom one of these should be in the program mode. This means that it will go over the air. If it is in audition it will not go over the air. The top lever switch allows two pieces of equipment to be hooked up to the same pot. These are labeled A and B. It is doubtful that you will ever have to touch these, but it is good to be aware of what they are. If you are having problems and

are not going over the air, you would check and make sure that these levers are in the position that they should be in. All levers should be in A (except pot 8, which can be in either A or B) and Program.

To the right of pot 8 there are two rows of four buttons. These buttons are all labeled and basically self-explanatory. Usually both sets of buttons are pushed into "air" which means that you are able to hear what is going over the air through the headphones.

The Microphone:

The studio one microphone (the main one) is controlled by pot 1 on the board (the pots are numbered one through eight, from left to right). To speak over the air you must push the green button, and then turn the pot to a volume level appropriate for your voice (for most people this level is 6, but experiment and find what is right for your voice). It is advisable to have the pot right above "cue" when you push the green button. (When the pot is in "cue" no sound being emitted from the corresponding equipment will go over the air. Instead, it just comes out of the "cue" speakers, allowing you to preview before you broadcast a piece of music or whatever you are about to play). Keeping the microphone pot just above cue when you go on the air prevents clicking noises that might occur if you have the pot on a high volume when you turn the microphone on.

When you push the green button under the microphone pot and go over the air several things happen: the sign outside the studio door lights up, saying "On Air," and warns people not to open the door and come in; the telephone stops audibly ringing (the light on the board lights up to indicate if the phone is ringing); and the speakers are automatically turned off, with the only way to hear what is going over the air being through the headphones (if they are in "air" or "program").

If there are others in the studio, it is advisable to warn people that you are about to go on the air by yelling "heads." This lets everyone in the studio know that they should be quiet so their rustlings and conversations are not broadcast to the listening audience.

The microphone in studio 2 (the production room microphone) is controlled by pot 2. This microphone is used when more than one person is going to be speaking on your

show (in cases such as interviews, news broadcasts, etc.). This pot generally has to be turned up to about level 8, but again you should experiment and find the level appropriate for each individual's voice. When operating two microphones on your show it is always important to indicate to the person in studio two when you are turning on and off their microphone, so they know when they should be quiet.

To find the appropriate level for your voice you should watch the meter on the board (see mock up in the appendix) and keep the needles between 8 and 10, making sure that the needle **never** strays into the red zone. This is the case when broadcasting from any piece of equipment, not just the microphone. When the needle strays into the red zone the broadcast sound becomes distorted.

The Cart Machine:

The cart machine is located on the console below the cassette player. It is a machine that plays and records endless-loop cartridges (if this means nothing to you, it's along the idea of an old 8-track player). In almost all cases you will be using the cart machine to broadcast public service announcements (to be discussed later) or upcoming WMHC events. The cart machine is controlled by pot 8 on the board.

To play a cart:

- 1- Put pot 8 into cue.
- 2- Put the cart into the machine (the stop button should light up).
- 3- Press the green button below pot 8, and move the pot up to level 6.
- 4- When you are ready to play the cart, press play on the cart machine.

NOTE: It is extremely important that you let the cart play all the way through. **Do not press stop.** The cart will stop automatically when it has re-cued itself. When the green light goes off it is okay to remove the cart from machine, but not before then.

The cart machine in studio 2 works the same way, incidentally. The studio 2 cart machine is usually used for making carts.

To make a cart:

- 1- Make sure the cart you are about to record on is completely blank.
- 2- Put output lever above cart pot into audition.
- 3- Put monitor source into audition.
- 4- Put cart into cue.
- 5- Put output lever above the pot of your source(s) (i.e.: microphone, CD player, whatever it is you are going to record onto the cart) into audition.
- 6- Press red "set" button on the cart machine.
- 7- Set levels by practicing what you want the cart to sound like and watching the meter on the cart machine. (These are, at times, temperamental and do not work. If they are not working then the meter on the board is a good indicator).
- 8- When everything is re-cued after your practice run (and a practice run is always a very good idea) and you are ready to record, then press the start button on the cart machine and proceed with what you want to record.
- 9- The cart machine will stop itself when it has reached its 40 or 70 second time limit.
- 10- To check cart remember to turn pot up from cue, and take it out of audition.

NOTE: It might be a good idea to record your announcement on to a tape and then from the tape onto the cart. Carts are less easily erased than tapes.

To erase a cart:

If there are no more blank carts, then carts that are no longer in use can be erased. There is a bulkhead eraser for carts in the AV Center on campus, and it is the Traffic Directors responsibility to take the carts over there and erase them. Ask her to do it nicely.

The CD Player:

Studio 1 has two CD players that can be used to play your CDs over the air (Studio 2 has one CD player, commonly used to review CDs). These operate like your standard CD player, and more than likely you already know how to use it.

To operate the CD player:

- 1- Press the open/close button to open the disc drawer.
- 2- Put the disc into the appropriate slot (one disc per

- machine- while this reminder may sound ridiculous, the costly mistake has been made before).
- 3- Press the open/close button to close the drawer (do NOT push the drawer in with your finger. That would be very bad).
 - 4- Find the number of the track you wish to play by watching the digital readout and pressing the + and - buttons (skip) under the play button.
 - 5- Once you have found the track you were looking for, press play/pause twice to pause until you are ready to play it over the air for your audience. It is also advisable to press the "time" button, which provides a reading of the ammount of time the song will last, and counts the time backwards while the song is playing.
 - 6- Put the pot of the corresponding CD player (either CD-1 or CD-2, both the player and the CD pot should be labeled this way) above "cue" and press the green button.
 - 7- When ready press play on the CD player and raise the pot level to about 6 (again, this depends on the song and it is important to watch the level on the board to ensure that the needle does not stray into the red area).

The Turntables:

While records are largely out-of-date (for *most* forms of music-certainly not all), the turntables are still very important for two reasons: First, a lot of new, really good bands use this (cheaper) recording medium rather than CDs; Second, we have a huge catalog of old albums you might want to play.

The turntables are numbered one and two, and they operate on pots 5 and 6. Turntable 1 is hooked up to pot 5; Turntable 2 is hooked up to pot 6. They are very clearly labeled to demonstrate this.

There are a variety of ways to operate the turntables, so this section could be somewhat confusing. These different ways allow you to develop your own style of cueing records. While interning you will be able to find the style that feels most comfortable to you.

How to operate the turntables:

- 1- The green light below the turntable pot must be on for the music to go over the air, and the pot must be out of

cue and turned up to about 6.

- 2- The confusing part is that there are two different ways to get the turntables moving (a vital part of getting the music over the air!):
 - a- You can push the green light (button). It does not matter whether it is already lit, it works on a default basis (you push it once and the turntables start, push it again and they stop, and so on...).
 - b- Or, you can push the start/stop button on the turntable, itself. It, too, works on a default basis. If you do choose this cueing option make sure that the green light is on.
- 3- In order for the above stops to be effective in playing music for your audience you must also know how to cue a record.

How to cue a record:

- 1- Place the record you want to play on the turntable.
- 2- Put the corresponding pot (make sure it matches either turntable 1 or 2) in cue.
- 3- Turn down the monitor speaker (which plays what is going over the air), and turn the cue speaker up so you can hear what you will be cue-ing up. (Placement of these volume controls is illustrated on the mock up of the board in the appendix)
- 4- Listen to the beginning and end of the song. This is helpful for knowing how to segue it from the song before it and to the song after it.
- 5- Once this is done, you are ready to cue the record. The best way to do this is to put the needle down as close to the beginning as possible. Press play.
- 6- As soon as you hear the beginning of the song, **stop** the turntable manually and slowly spin it backwards listening for the very beginning of the song, and then give it an extra half a turn backwards. This extra half a turn prevents a "whooshing" noise as the record picks up speed.

(NOTE: It is very important that the record player be off while spinning the record backwards. Trying to spin it backwards while the record player is trying to go forwards is very bad for the motor).
- 7- When you have a song playing, and another cued up to go on after it, sit in the DJ chair in front of the board and

put one hand on the pot that is controlling the song that is controlling the song that is playing and the other hand on the pot that controls the next song (or, the stop/start button on the turntable, whichever you prefer).

- 8- As the first song fades out/slowly ends push the green button under the pot for the next song. This will start it.
- 9- Slowly turn down the pot for the first song, and simultaneously turn up the pot for the second song.

The Emergency Broadcast System:

The emergency broadcast system (EBS) tone must be transmitted once a week, during daylight hours. If you hear it during the night then it is a real emergency. WHYN sends out EBS tones to us. In the event of a real emergency they would broadcast over our signal. If the EBS goes off during your show (it will be a high pitched tone) do not panic, simply follow the instructions below.

What to do when the EBS test signal goes off:

- 1-The EBS system is connected to pot 8. There are four buttons above pot 8. In the case of an EBS test only one of these buttons should be pressed: the one that says "EBS."
- 2- Put the switches above pot 8 into "program" and "B."
- 3- Press the green light and turn up pot 8 to about level 8.
- 4- Next, turn up the microphone and read the beginning of the EBS test script. (See appendix)
- 5- After reading the introductory text, reach down to the EBS machinery below turntable 1. There are four stacks of equipment, all with orange buttons that say "This stays on." In the middle piece, there is a little rectangular window that encases three buttons. The one on the left is red, and this is the button you want to push. The button in the middle should be pushed in already, and this ensures that the EBS tone will be timed correctly. The button on the right, when pushed in, will emit a continuous EBS tone. This is not desirable.

- 6- After pushing the red button a piercing sound will come at you through your headphones. Do not freak out.
- 7- When the tone is through, read the "don't panic...this is only a test" script. (See appendix)
- 8- Turn down pot 8, and push the red button below it.
- 9- Log the transmitted EBS test on the program log and at the bottom of the transmitter log.
- 10- Press the reset button on the EBS equipment

LOGS

Examples of logs are found in the appendix.

Maintaining the three different types of logs is an important part of your show. The first two types of broadcast logs, the transmitter and program logs, are required by station policy, and the needle drop, the third type of log, is required by the music directors.

The Transmitter Log:

The Transmitter Log is where you record the readings you take from the transmitter. It is located on a clipboard on the counter in front of the transmitter console, and must be filled out in either blue or black ink. It is extremely important that you remember to fill this log out. (For instructions on how to take a transmitter reading please consult the Equipment section, under the Transmitter subheading).

Note: When recording the transmitter reading you should log it according to military time. Thus, if you make a reading at 1pm, it is recorded as 13:00, 2pm as 14:00 and so on.

The Program Log:

The Program Log is also important to remember to fill out. This is where you will record when and what PSA's you broadcast during your show, when you broadcast the station ID, and where you sign in and out. PSA's should be aired

twenty minutes after and twenty minutes before each hour (0:20, and 0:40); Station IDs should be read every half hour. A legal station ID includes the phrase "WMHC South Hadley." "91.5fm" or the word "in" can be inserted between WMHC and South Hadley, but *nothing* else.

The Program Log is also a legal record and keeping it filled out is important for the maintenance of our Public File that we are required to keep by the FCC. Like the Transmitter Log, this record should be filled out with either blue or black ink and military time should be used. This log can be found either on the counter in front of the board, or underneath the turntables. Please remember to sign in and out. This is extremely important. In signing-in you are accepting responsibility for transmitting our signal, and in signing-out you are relinquishing that responsibility.

The Needle Drop:

The Needle Drop is the notebook in which each song and artist that you play is recorded. These Needle Drops are divided up into different types of musical genres, and are used by their respective music directors to keep track of what is being compiled. Play lists (lists of what WMHC is playing the most) are compiled for CMJ (College Music Journal) and other publications from these notebooks, and it is as a result of these play lists that we get serviced (sent free music) by so many of the companies that service us. Thus, it is essential that you fill them out.

DJs should fill out the needle drop that corresponds to the type of music they are playing. At the top of your entry in the needle drop you should remember to record your name, box and extension in the left corner, the day, date and time in the right corner. Your show title should be centered at the top. To save paper, you should begin your entry directly under the previous entry.

Also, during your show you are required to play a certain number of songs drawn from the new music boxes. These are called "required cuts." The number you are required to play varies according to the genre of music you are playing. A required cut is designated in the needle drop by marking it with a star and then the appropriate letter for that genre of music.

Your Show

You should always get to the station about a half an hour before your show. This is your time to pull music that you want to play on your show, and to get situated before you go on. Unless you are the first DJ of the day, there should be a DJ doing her show during this time, so it is important to be as quiet and non-intrusive as possible. If the DJ before you is playing a similar genre of music as the type you will be playing it is a good idea to peruse their entry in the needle drop to ensure that you do not play the same songs in such quick succession.

If there is no one on the air before you then you will need to get a key either from the front desk of Blanchard or from the operator in the security building. You should leave your school ID (or some form of license) as collateral, and sign the key out. Also, if you are the first DJ on the air for the day (or there is, for some reason, a break in the programming schedule and no one was on the air before you) you will need to read or play the station sign-on immediately as you go on the air. There is a pre-made cart recording of the sign-on, or there is a written copy on top of the console.

After broadcasting the station sign-on you will have to do a station ID, "WMHC South Hadley." This can be worked into a piece of dialogue that introduces your show, says who your are and what you will be playing. Or, if you are a more reserved DJ it could simply be "You are listening to WMHC South Hadley 91.5fm." Following this you can begin playing music or what it is that makes up the content of your show.

Basically, an hour of your show time should be laid out in this manner:

- 00:00 Sign on (if needed)
- Station ID ("WMHC South Hadley")
- 00:20 PSA
- 00:30 Station ID
- 00:40 PSA
- 01:00 Station ID
- ...and so on...

This is just the basic guideline of how your show should proceed. These are the things your are required to broadcast, other than this the planning of your show is left widely up to you.

There is a request line in the station (538-2044) and this can be given out over the air if you choose. Playing requests is a good way to serve WMHC's mission of serving the public's interests. The best response to a caller's requests is to say that you will try and get their song on the air. If the request does not fit in with the music that you are playing (for example, if you are playing a hardcore show and someone calls up with a request for Barry Manilow) then you should explain this to the listener and refer them to a show that their request would fit in with. In cases where you are unable to find a request it is not advisable to say, over the air, that the station does not have the recording. It might be misplaced or misfiled. Saying that WMHC does not have something just sounds rather bad to your audience. And finally, the last thing about request line etiquette is always, *always* be polite to your callers.

It is also important to keep in mind that your audience is not limited to your friends. It alienates the rest of your audience to hear "This song goes out to my friend, Elaine, who is sort of down today." It is okay to dedicate songs, but is better to identify them as just plain "Elaine."

When speaking over the air it is important not to editorialize. The best rule to keep in mind is this: If you think there is a possibility of someone in your listening audience taking offense at something you might say, then do not say it. If there is an issue you feel strongly about, then contact the News/Talk show Director about doing a talk show featuring it. WMHC does have a stringent policy (based on FCC rulings and regulations) about indecent and obscene material. Because the FCC fines stations a LOT of money for breaching their indecency and obscenity rules, this policy is **strictly** enforced. This policy is delineated later in this manual under the title "Indecent and Obscene Material." Please read it very carefully, and follow it exactly.

At the end of your show you will either hand over the station to the next DJ, or close the station down. Some things to keep in mind:

- 1- If there is a DJ following you, and you are the one who opened the station just leave the door open and return the key to where you got it, reclaiming your ID.
- 2- If you are closing the station then you must read the official sign-off (or play the cart) immediately before ending your show, take a transmitter reading, and then

follow the instructions for turning the transmitter off. After turning the transmitter and all of the equipment off, turn out the lights and lock the main door (this is done by turning the knob on the inside handle).
3- Always, always remember to sign-out.

Rules

WMHC operates in accordance with the WMHC Constitution and Official Station Policy. These can be found in the appendix of the DJ Training Manual and *must* be adhered to. Please read them carefully. In addition to these, WMHC also follows FCC policy for the non-commercial, class I broadcasting facilities. The following list highlights the most important of the rules.

Shows:

You must go to **ALL** your shows. If you must miss one of your shows, you must, must, must find a substitute. (There is a list of staff members pinned to the bulletin board inside the office of the station). If you call all the people on the sub list, and are still unable to find a sub, then you should call the program director and explain the state of your emergency (ie why you are unable to do your show). Failure to do a show, without finding a sub, will result in a 30 day suspension.

Meetings:

Attendance at General Staff Meetings (usually the first Sunday of every month) is required. Missing one meeting is a minor infraction, missing two in one semester is a major infraction. You must notify the Assistant General Manager in advance of your absence to have it excused.

Indecent and Obscene material:

The FCC prohibits the broadcasting of obscene material at all times. Indecent material can be broadcast during Safe Harbor hours (10pm-6am), when the appropriate warning message is played each hour (the safe harbor disclaimer). The FCC defines obscene and indecent material in the following manner:

Obscene Material: meets the three following criteria-

- 1- appeals primarily to the prurient interest.
- 2- violates local contemporary community standards.
- 3- is without any significant or redeeming social, artistic, political, or educational value.

(Miller v. California, 1973)

Indecent Material: "Language or material that depicts or describes, in terms patently offensive as measured by contemporary community standards for the broadcast medium, sexual or excretory activities or organs."

(Pacifica "George Carlin" (WBAI) case, 1978)

Committee Hours:

All WMHC DJs **must** perform at least one hour of committee work a month. Committee work is done with the various members of the board of directors (for example, the music directors or the promotions director). Failure to perform this hour of committee work results in a minor infraction the first time. The second time is grounds for a major infraction (ie: a 30 day suspension). The moral of this story: Do your committee work!

Appendix:

EMERGENCY BROADCAST SYSTEM TEST INSTRUCTIONS

1) If you hear the EBS tone come on during your show...listen to the entire message and write down any necessary information. You must do the following steps **within the next 30 minutes!!**

2) Press the red RESET button (NOT THE START BUTTON).

3) Turn POT 8 up to about 6 or 7 and press the green button.

4) Push in the EBS button under AUX INPUT on the console.

5) Turn the mike on and say:

**This is a test, this station will now
conduct a test of the Massachusetts
Emergency Broadcast system. This is
only a test.**

6) Move the input button above the cart from A to B
Cart Aux
and play the tone for twenty-five (25) seconds. Switch the
button back to A after the 25 seconds are up.
Cart

7) Say aloud:

**This test for ____ day ____ date has
originated at the Massachusetts
Emergency management agency's
operations command center in
Framingham. In the event of an actual
emergency, the attention signal you just
heard would be followed by important
information. This concludes this test of
the emergency broadcast system.**

8) Record the test in the Program Log, and the transmitter log.

9) Turn down the pot but do not turn off the EBS machine!!!!

WMHC 91.5 FM

MOUNT HOLYOKE COLLEGE

SOUTH HADLEY, MA 01075

TRANSMITTER LOG

	date			
	power	voltage(2)	current(3)	signature
0600	54.25	18.2	5.9	K. Connelley
0700	57.00	18.1	6.0	K. Connelley
0800				
0900				
1000				
1100				
1200				
1300				
1400				
1500				
1600				
1700				
1800				
1900				
2000				
2100				
2200				
2300				
2400				
0100				
0200				
0300				
0400				
0500				

Transmitter power

signature-on K. Connelley

signature-off _____

EBS test transmitted at _____

test received from WHYN-fm

signature _____

*0.5052

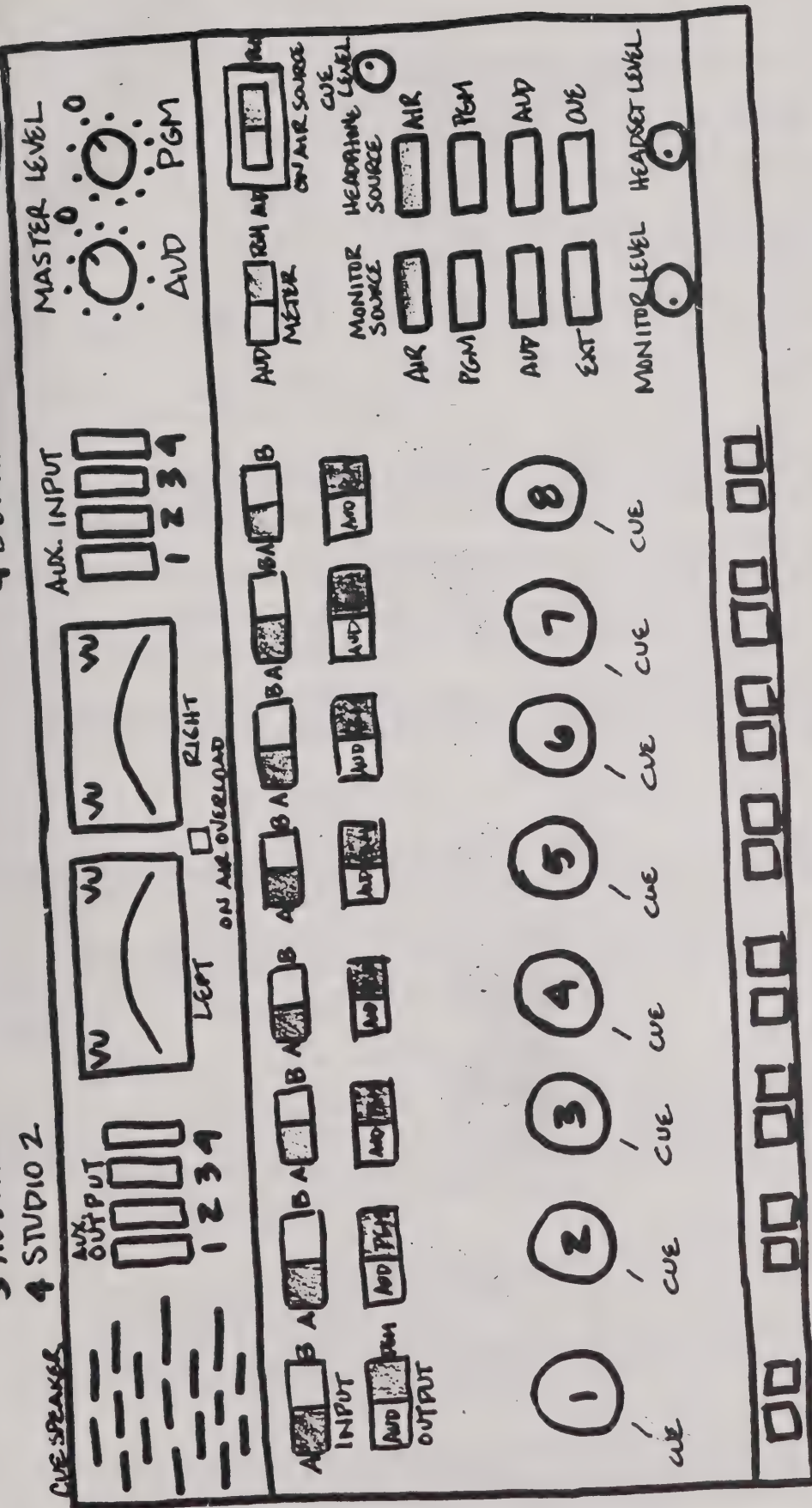
WMHC 91.5 F.M.
Mount Holyoke College
Daily Program Log

DATE: 3-16-95

00:00	ID <u>Live</u>	Sign-off _____
		Sign-on <u>12:00:00</u>
00:20	PSA# <u>Ve # 3</u>	
00:30	ID <u>Live</u>	
00:40	PSA# <u>(cont) "Did you know?"</u>	
01:00	ID <u>Live</u>	
01:20	PSA# <u>Wille # 112</u>	
01:30	ID <u>Live</u>	
01:40	PSA# <u>(cont)</u>	
02:00	ID _____	Sign-off <u>12:00:00</u>
		Sign-on _____
02:20	PSA# _____	
02:30	ID _____	
02:40	PSA# _____	
03:00	ID _____	
03:20	PSA# _____	
03:30	ID _____	
03:40	PSA# _____	
04:00	ID _____	Sign-off _____
		Sign-on _____
04:20	PSA# _____	
04:30	ID _____	
04:40	PSA# _____	
05:00	ID _____	
05:20	PSA# _____	
05:30	ID _____	
05:40	PSA# _____	

- 1 EBS
- 2 PHONE
- 3 STUDIO 2
- 4 DOWNSTAIRS

- 1 AIR
- 2 PROGRAM
- 3 AUDITION
- 4 STUDIO 2



Should be on A
Should be on PGM

- 1 MIC 1
- 2 MIC 2
- 3 CASSETTE
- 4 CD
- 5 TT1
- 6 TT2
- 7 REEL TO REEL
- 8 AUX/CART

W/MHC

MAIN CONTROL ROOM BOARD

AUD = AUDITION
PGM = PROGRAM
ALL INPUT BUTTONS SHOULD BE ON 'A'.
ALL OUTPUT BUTTONS SHOULD BE ON 'PGM'.

ALL SHADED BUTTONS SHOULD BE PUSHED
'ON' ON THE BOARD

Constitution
WMHC South Hadley
The Mount Holyoke College Broadcasting Association

Article I Name

The name of this organization will be WMHC South Hadley, The Mount Holyoke College Broadcasting Association.

Article II Purpose

The purpose of this radio station will be:

- A. To provide educational training in the medium of radio broadcasting to the students, faculty, and staff of Mount Holyoke College and to members of the surrounding community;
- B. To provide music and other entertainment, educational programs, and public service features for the Mount Holyoke community;
- C. To provide a forum for presenting and discussing issues, concerns, and matters of interest to Mount Holyoke community members and to allow the community to reach its own conclusions;
- D. To maintain the highest standards of radio broadcasting through comprehensive, diverse, intelligent, and responsible broadcasting which reflects the wants and needs of the station's staff and community.

Article III Ownership and Financing

Section I WMHC is a communications medium owned by the trustees of Mount Holyoke College and operated by the students of Mount Holyoke College as an extra-curricular activity.

Section II All costs of WMHC will be financed by monies from the Mount Holyoke Student Government Association, appropriate College offices, underwriting agreements with area businesses, and independent WMHC fundraising efforts.

Article IV Membership

Section I Any Mount Holyoke student, faculty member, staff member, or surrounding community member is considered eligible for membership. Neither WMHC nor any Board member will pass laws or by-laws or act in any way that discriminates based on sex, sexual orientation, religion, handicap, national origin, race, or color.

Section II Classes of Membership

A. Board of Directors Member

Includes General Manager, Assistant General Manager, Program Director, Business Manager, Music Director(s), Traffic Director, Promotions Director, News/Talk Show Director, Fundraising Director, Underwriter, Chief Engineer. Additional Board positions may be created by the amendment process detailed in Article XI.

B. Staff Member

Any member who is actively participating in WMHC as a disc jockey, substitute, assistant to a Board member, or committee member.

C. Trainee

Any individual who is training to become a staff member but has not yet passed her/his test and received her/his license.

Section III Membership Requirements

- A. Completion of the station's training course, fulfilling all requirements set by the Program Director in a given semester.
- B. Passing an examination created by the Program Director, which will test a trainee's mastery of FCC regulations, station procedures, station by-laws, and station equipment.
- C. Attending monthly staff meetings.
- D. Following station policy.

Section IV Disciplinary actions, in accordance with station policy, may be taken on any WMHC member in violation of that policy.

Article V Administration

Section I The management of WMHC will be entrusted to the Board of Directors.

Section II All Board of Directors positions will be filled by Mount Holyoke College students.

Section III No Board member will hold more than one position on the Board.

Section IV The Board of Directors as a group has the following powers and duties:

- A. To maintain the proper functioning of the station by creating and implementing station policy.
- B. To resolve disputes in the interpretation of this Constitution.
- C. To set goals for the station.
- D. To approve the spending of station money.
- E. To admit and remove members as detailed in Article IV Section IV.
- F. To have authority in all matters not specifically prohibited to the Board of Directors or delegated to some other individual or group in the Constitution.
- G. To create new Board positions through an amendment.

Article VI Members of the Board of Directors

Section I Every Board member will have the power to create and oversee a committee made up of general staff members. These committees will serve to aid Board members in carrying out their duties.

Section II Every Board member will have the authority to remove members of her committee or otherwise discipline any committee members for the better functioning of her department.

Section III Every Board member must present a written year-end report for her department to the General Manager.

Section IV Every Board member is required to schedule at least one office hour per school week during regular business hours (9AM to 5PM). Music directors are required to schedule at least two office hours per week during regular business hours.

Section V Every Board member is required to attend every general staff meeting. Board members may miss no more than two weekly Board meetings per semester, beginning the second week of classes. Subsequent absences from Board meetings will result in

immediate dismissal from the Board. Exceptions may be made only in cases of emergency with approval of the General Manager.

Section VI Specific Board positions' powers and duties: Failure to perform these duties will be considered a minor infraction in accordance with station policy.

A. General Manager

1. To call, facilitate, and oversee weekly Board and monthly general staff meetings.
2. To act as a liaison between the Mount Holyoke administration, including faculty advisor(s), related campus offices, trustees; the surrounding community; and WMHC.
3. To act as a liaison between the WMHC Board of Directors and staff.
4. To follow up on any infraction of station policy.
5. To work with other Board members to help them fulfill their goals, and to submit to them recommendations for the improvement of their departments.
6. To take responsibility for any unfilled Board position and its duties, or to find temporary replacements as detailed in Article IX Section XI.
7. To enforce all Federal Communications Commission's (FCC) rules and to censor or prohibit programs considered in violation of these rules.
8. To present impeachment proceedings to the Board for anyone considered to be doing an inadequate job, as detailed in Article IX Section XIII.
9. To make a final decision on issues where the Board vote is a tie.
10. To present all proposals to the Board for approval.
11. To enforce this Constitution.
12. To have at least one year's experience on the Board of Directors in another position.
14. To train any future General Managers.
13. To serve on the Board of Directors.

B. Assistant General Manager

1. To assist the General Manager with general station responsibilities.
2. To take over the General Manager's responsibilities should she be absent for any reason.
3. To take and post minutes of all Board and staff meetings.
4. To coordinate all station committees.
5. To attend all Student Government Association meetings as the WMHC representative, and to find a qualified substitute if unable to attend.
6. To present impeachment proceedings involving the General Manager to the Board, as detailed in Article IX Section XIII.
7. To take attendance at Board and staff meetings.
8. To train any future Assistant General Managers.
9. To serve on the Board of Directors.

C. Program Director

1. To coordinate all programming and to appropriate air time to Board and staff members in accordance with FCC regulations and Board recommendations.
2. To create a scheduling proposal each semester, present it to the Board for approval, and present it to the staff at the semester's first general staff meeting.
3. To post an air time schedule within one week of the semester's first general staff meeting.
4. To settle disputes relating to scheduling or programming.
5. To ensure all disc jockeys on the air have valid FCC licenses filed in the station.
6. To create and distribute program guides within three weeks after the semester's first general staff meeting.
7. To determine and post off-air days before breaks and coordinate any break

programming.

8. To oversee the substitute policy and to ensure the station has an adequate number of licensed disc jockeys to handle absences.
9. To create and enforce policies involving selecting Board and staff members for air time in a given semester.
10. To enforce all FCC rules and to censor or prohibit programs considered in violation of these rules.
11. To train all individuals interested in joining the WMHC staff and distribute FCC license forms to trainees who successfully complete the training program.
12. To train any future Program Directors.
13. To serve on the Board of Directors.

D. Business Manager

1. To supervise and take responsibility for all financial transactions, books, records, and other financial matters.
2. To co-sign and be aware of any Board of Directors decision that involves expenses or other financial transactions.
3. To work with the General Manager and Assistant General Manager to prepare an annual budget for the Student Government Association, and to present this budget to the Board of Directors for approval.
4. To report on and make recommendations regarding the station's financial status at all Board meetings.
5. To train any future Business Managers to ensure accurate record keeping.
6. To serve on the Board of Directors.

E. Music Director(s)

1. To maintain and organize the station's music libraries and introduce proper measures to prevent theft or other problems.
2. To work with the other Music Directors to ensure the representation of different types of music, as determined by the Music Directors and their committees.
3. To create new music departments as necessary and to oversee those departments.
4. To receive all music addressed to the station and to distribute it to the proper Music Directors.
5. To compile weekly playlists.
6. To review, log on computer, and file all music appropriate to each department.
7. To ensure the proper performance of on-air staffs.
8. To train any future Music Directors.
9. To serve on the Board of Directors.

F. Traffic Director

1. To collect, sort, and distribute station mail at least twice weekly.
2. To create a collection of public service announcements(PSA) and update them as she chooses.
3. To organize her collection of PSAs according to at least five broad categories.
4. To make carts for PSAs and station IDs.
5. To train any future Traffic Directors.
6. To serve on the Board of Directors.

G. Promotions Director

1. To create and organize promotional campaigns (ticket giveaways, etc.) for WMHC.
2. To acquire interviews and station IDs from bands and personalities touring the area.
3. To coordinate campus entertainment events sponsored by WMHC.
4. To help staff members make promotional carts.

5. To train any future Promotions Directors.
 6. To serve on the Board of Directors.
- H. News/Talk Show Director
1. To coordinate and supervise news programs and educational talk shows.
 2. To be responsible for all on-air news/talk show personnel and the quality of their broadcasts.
 3. To coordinate regular air time for news programs and talk shows with the Program Director.
 4. To ensure that all news/talk show personnel are adequately trained and capable of making technically well-produced and interesting broadcasts.
 5. To train any future News/Talk Show Directors.
 6. To serve on the Board of Directors.
- I. Fundraising Director
1. To devise and oversee fundraising events throughout each semester.
 2. To be responsible for the mobile DJ unit, including completing equipment rental contracts, training DJs in its use, and working with groups interested in renting it to find a suitable DJ for their event.
 3. To train any future Fundraising Directors.
 4. To serve on the Board of Directors.
- J. Underwriter
1. To gain sponsors for WMHC programming from area businesses.
 2. To produce carts used to announce underwriting for particular shows.
 3. To organize a schedule of underwritten shows, and to ensure the shows' disc jockeys play the underwriting carts.
 4. To train any future Underwriters.
 5. To serve on the Board of Directors.
- K. Chief Engineer
1. To maintain station equipment, including doing repairs, replacements, and cleanings as necessary.
 2. To work with Mount Holyoke's electronic services on larger projects and problems.
 3. To be on call 24 hours a day for station emergencies, or to appoint a qualified replacement if needed.
 4. To ensure disc jockeys' proficiency in Emergency Broadcast System (EBS) procedures.
 5. To aid the Program Director in training individuals interested in becoming staff members.
 6. To ensure all disc jockeys on the air have valid FCC licenses filed in the station.
 7. To reproduce and file all daily and transmitter logs and ensure their proper completion.
 8. To train any future Chief Engineers.
 9. To serve on the Board of Directors.

Article VII Faculty Advisors

Section I The station will have a Chief Advisor who will act as a consultant on business and general internal and external affairs.

Section II The station will have a Technical Advisor who will act as a consultant on electrical, equipmental, and other technical affairs.

Section III All advisors are invited to attend all Board of Directors and general staff meetings.

Article VIII Meetings

Section I The General Manager must call monthly staff meetings during the academic year, including an organizational meeting within two weeks of the beginning of each semester and an election meeting in the first week of April.

Section II The Board of Directors will meet once every week during the academic year.

Section III All Board of Directors and general staff meetings will be chaired by the General Manager.

Section IV Board of Directors decisions will be passed at meetings by a simple majority vote of the Board members present, except where otherwise noted.

Section V For decisions that require expenditures:

- A. An approval of the Business Manager is sufficient if the expenditure is under \$50.
- B. One half (1/2) of the Board of Directors members must vote for the measure if the expenditure is between \$50 and \$500.
- C. Three fourths (3/4) of the Board of Directors members must vote for the measure if the expenditure is over \$500.
- D. Measures involving expenditures over \$50 must be presented at a Board meeting one week prior to the vote.

Section VI Any staff member at a general staff meeting may challenge any Board of Directors decision and/or request a re-vote. This is not applicable to elections or impeachments.

Section VII Absentee votes will be acceptable for Board of Directors votes, provided they are initiated by the absent Board member before the vote takes place. This is not applicable to elections or impeachments.

Section VIII One third (1/3) of the Board of Directors members or one fourth (1/4) of the staff members may request a Board of Directors or general staff meeting, provided the request is submitted to the General Manager in writing. The General Manager must call this meeting within ten (10) days.

Section IX The General Manager must give Board members at least four (4) days notice before every Board meeting, except weekly meetings scheduled at a fixed time.

Section X The General Manager must give staff members at least one week's notice before every general staff meeting, except monthly meetings scheduled at a fixed time.

Section XI Sections IX and X will be void if the General Manager calls an emergency meeting. In that case, the General Manager will notify all members as soon as possible.

Section XII Board members will have the power to call regular committee meetings.

Section XIII The presiding member of any meeting may set limits on speeches or questioning.

Section XIV During a Board of Directors meeting, any Board member may make a motion at any time to dismiss the meeting. The motion will be carried if voted on by a majority of members present.

Article IX Elections

- Section I All elected Board members will hold their positions for one full academic year, starting from the last day of exams in the spring semester.
- Section II Elections will be held in the first week of April at a general staff meeting.
- Section III Blank applications for all Board of Directors positions will be posted by the General Manager in the station two weeks before elections.
- Section IV Completed applications will be due one week before elections, and will be posted in the station for current Board and staff members to read.
- Section V Elections will proceed by way of secret ballots. Ballots will be tabulated by two (2) graduating Board members, as decided by a simple majority vote of Board members present at the Board meeting most closely preceding elections.
- Section VI Board members may publicly endorse a successor to their position, if they so choose.
- Section VII The total vote will consist of sixty percent (60%) of the current Board vote and forty percent (40%) of the general staff vote.
- Section VIII A candidate will be elected if she receives seventy-five (75%) of the vote.
- Section IX If no one candidate receives seventy-five percent (75%) of the vote, the Board may choose a candidate by a simple majority vote, or may choose to leave the position unfilled.
- Section X An elected Board member may resign by submitting a written, signed, and dated letter of resignation to the General Manager at least two (2) weeks before the effective date. Failure to comply with this will lead to the immediate termination of the Board member's station membership.
- Section XI If a Board position is vacated before the regular term of office expires, the General Manager will propose a temporary replacement to the members present at the next Board meeting. The replacement will be accepted by a simple majority vote.
- Section XII A temporary replacement will hold her position for a maximum of four (4) weeks. A regular election, as detailed by Article IX Sections III-IX, must be held during this four week period.
- Section XIII Impeachment Proceedings:
- A. A petition signed by at least four (4) Board of Directors members and/or one fourth (1/4) of general staff members citing reasons for the suggested impeachment of a Board member must be submitted to the General Manager to begin proceedings. In the case of suggested impeachment of the General Manager, the petition must be submitted to the Assistant General Manager.
 - B. The General Manager or Assistant General Manager must call a general staff meeting to hear arguments for the impeachment of a Board member. This meeting must take place no later than two (2) weeks after the petition is submitted.
 - C. All parties involved will be invited to attend the meeting, along with witnesses for either side.
 - D. A vote of three fourths (3/4) of the general staff, including the Board and questioned Board member, will be sufficient to remove the Board member from office provided

proceedings were initiated by a staff petition.

E. A vote of two thirds (2/3) of the Board of Directors, including the questioned Board member, will be sufficient to remove the Board member from office provided proceedings were initiated by a Board petition.

Article X Ratification

Section I This Constitution will be ratified by a two thirds (2/3) vote of the Board of Directors and a general approval from the Chief Advisor.

Section II All general staff members will be informed of this ratification process at least two (2) weeks prior to the final ratification.

Section III All general staff members will have access to a copy of this Constitution posted in the station. Staff members will be granted a personal copy of this Constitution if they so request.

Section IV Any general staff member may delay the ratification process by drafting a petition citing the Article(s) and Section(s) of the Constitution that she/he questions, submitting it to the General Manager. The petition must include signatures from at least one third (1/3) of the general staff, which may or may not include Board members and may not include trainees.

Section V Upon receiving the petition, the General Manager must call a general staff meeting within two (2) weeks to hear arguments for and against the questionable material. The Chief Advisor must attend this meeting.

Section VI The Board of Directors will attempt to make acceptable changes in the Constitution as monitored by the Chief Advisor in response to general staff objections.

Section VII Upon ratification, this Constitution will become effective immediately and will supersede all previous constitutions and by-laws.

Article XI Amendments

Section I Any proposed amendment to this Constitution must receive at least two thirds (2/3) of the vote of the full Board of Directors and a general approval of the Chief Advisor.

Section II Staff members will have the same rights in the amendment process as in the ratification process, as detailed by Article X Sections II-VI.

Article XII Dissolution

Section I A proposal for voluntary dissolution of this organization may be called by a petition signed by one half (1/2) of the Board of Directors and one half (1/2) of the general staff and submitted to the General Manager.

Section II In the event that such a proposal is received, the General Manager will call an emergency meeting of the general staff.

Section III At this emergency meeting, a unanimous vote of the entire Board of Directors and a three fourths (3/4) vote of the general staff will enact a voluntary dissolution.

Section IV A dissolution of the station may, for adequate causes, be called by the trustees of the

College with approval of the Student Activities office, the Dean of Students, and the Chief Advisor.

An ephemeral production
of WMHC 91.5 FM South Hadley
This edition was written and
updated for spring, 1995.

WMHC DJ Training Manual

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EQUIPMENT

The station is divided into two studios. DJs most typically broadcast from Studio One, the main studio. The production studio, also called Studio Two, is available on a first-come, first-serve basis. When a board member is in the office during her official office hours, she has priority for the use of Studio Two. When music is concerned, the on-air DJ always has priority.

Powering Studio 1:

Flip the switch found on the console to ON. When this switch is in the "on" position, it merely indicates that the electronic current is flowing through the system. To go over the air and transmit your show you will need to turn on the transmitter.

The Transmitter:

The most important piece of equipment for the operation of our station is the transmitter. This is what "transmits" our signal, as electromagnetic waves, to radios across campus and throughout the local community. The actual transmitter for WMHC is located across campus in Mary Woolley Hall. The switch to turn it on is found to the right of the board in the main studio (Studio One) on the console. The transmitter is the box on the right containing an LED readout where DJs monitor the volts and watts that are being transmitted by the station.

Turning the transmitter on:

On the transmitter there are three white buttons. Left to right, the first button says CHAN, the second button has a triangle pointing up, and the third button has a triangle pointing down.

1. Make sure that the CHAN button is on 1 by watching the digital readout and pressing the CHAN button until it reaches 1.
2. Once the CHAN button is on 1, press the button with the triangle pointing up firmly until you see red lights lighting up to the left side of the transmitter buttons.
3. The red lights should light up next to numbers 2 and 3. Once this has happened, you are on the air. [Note: You can check whether you are properly on-air by turning on the radio to 91.5FM; there should be no static sound.]
4. Take a transmitter reading and record them once every hour in the "Engineering Log" binder or in the online log.

How to take a transmitter reading:

You are required to take a transmitter reading every time you turn the transmitter on and off, and on the top of every hour while you are on the air.

1. Press the CHAN button until you reach channel 2.
2. Record the number from the digital readout under "Volts" for channel 2.
3. Press the CHAN button until you reach channel 3.
4. Record the number from the digital readout under "Current" for channel 3.
5. Multiply the Volts*Current*0.5052 to yield the number of watts being transmitted.
6. Record this number under "Power."
7. The Power should constantly be within the range of 51.3-59.9.

8. If your transmitter is off this range, please contact the WMHC Engineer on-call for that week.

Turning the transmitter off:

On the transmitter there are three white buttons. Left to right, the first button says CHAN, the second button has a triangle pointing up, and the third button has a triangle pointing down.

Press the CHAN button until you reach channel 1.

Press the button with the triangle pointing down firmly until the red lights next to number 2 and 3 go off on the left of the transmitter buttons.

When it does, you are off the air. [Note: You can check whether you are properly off-air by turning on the radio to 91.5FM; there should be static sound.]

The Board:

The Board works like most any system in that its arrangement and wiring are logical and if you ponder its inner workings long enough it will all make sense. Hopefully, the following will help to quicken your passage into Board Enlightenment.

Studio One: "The board" (professionally referred to as a monitor) is what synthesizes all of the noise that you will create whether it is actually aired or not.

Remember: The Board operates in a system of Rows and Columns; the rows being horizontally orientated while the Columns run vertically. Rows are unified by function while each column is allotted to a particular piece of equipment.

Put simply, the Board is a two in one deal. It houses two systems that are parallel to each other. This means that both systems can be used simultaneously without interfering with one another. As labeled on the Board these systems are called Audition (AUD) and Program (PGM). These names are however arbitrary and could just as easily be "A" and "B." Traditionally the station broadcasts using the PGM system. Continuing this tradition is probably a good idea since the wiring in PGM is more consistent than that of AUD.

To broadcast through Audition: On the upper right hand corner of the board you will see a toggle switch with "ON AIR SOURCE" written below it. Flipping the switch the right means that you are broadcasting through PGM while switching the switch to the left means that you are broadcasting through AUD. Note that if you discover you are not broadcasting check this switch!

Each piece of equipment can be played through either AUD or PGM. This means that while you are broadcasting a CD track through PGM you can be dubbing your favorite record ever through the AUD mode without interfering with your broadcast!

The Board demands respect and plays an integral role in the functioning in our radio station. Any noise whatsoever that you create while in the station with respect to the equipment must be synthesized through the board. Because of this the DJ must designate both an input and output for each piece of equipment plugged into the Board. Note that if you are having difficulties with broadcasting or hearing the equipment check the output and input switches for correct placement.

Notice that the top row of toggle switches are labeled, with the exception of column 8, "INPUT" and to the right and left of each are a respective "A" and "B." This means that for each of these columns two pieces of equipment can be plugged into for use. Thus we could plug a CD player into INPUT A of column 1 and a turntable into INPUT B of column 1 as well. To switch between the two pieces of equipment all the DJ would have to do would be to flip the INPUT switch. However, due to our resources each column only has equipment plugged into INPUT A (Column 8 is an exception that will be dealt with later).

The row of OUTPUT toggles below this is used to designate which system you would like to you each piece of equipment through. As mentioned above you may choose to use a system without necessarily airing it. Thus, if your ON AIR SOURCE is PGM any column with an OUTPUT of PGM will be aired. If you were to set the OUTPUT to AUD you would be able to, say, listen to your cursing punk music while out of the "safe-harbor" hours.

Below this row is a row of large knobs which we call **POTS**. During a typical show the OUTPUT and INPUT switches will not need to be used. The pots however require constant attention. In a way the pot is like a volume control BUT it should not be used as such!! The pots control the levels of their respective pieces of equipment. Although you will adjust the volume by adjusting the pot this volume adjustment will be heard by all of you listeners as well. The dial goes from one to ten with CUE being the 0 position. Notice the two meters in the center of back of the Board. These meters measure the levels of the equipment in use through either system. If you would like to see the levels of what you are doing through "AUD" while you are broadcasting through program simply flip the METER toggle (directly to the left of the ON AIR SOURCE toggle) to "AUD." When the little red light labeled "ON AIR OVERLOAD" begins to blink spastically this is a sign that the DJ needs to reduce the levels of what they are broadcasting by turning down the pot of the piece of equipment in use. Note that adjusting the volume will have no effect on the levels. When levels are too high listeners will experience "noise corruption" and want to change the station.

Putting the pot into CUE means turning the dial all of the way down until you can both hear and feel a click one you reach the CUE position.

What is CUE? When the pot is in the CUE position, that column will not be broadcast. In effect it is for briefly previewing what you plan to play. To listen to the CUE mode simply turn the monitor level down and turn up the CUE level. These knobs are substantially smaller than the pots and found to the left of the Board. You can also hear what you are CUEing through the headphones, which are controlled by the "headphone level" mini-pot. When finished CUEing a CD DO NOT forget to return the pt to an appropriate level!

Below the pots, at the bottom of the Board, is one final row of lighted buttons. Each column has both a red and green button at its base. These buttons determine if the column is connected into the function of the board. For example, if the red button for CD 1 were to be pressed no matter what the DJ did to the settings of Column 3 they would have no effect. Similarly, even if the CD were to be playing it would not air and consequently not be heard. Be aware that a few of the lights in these buttons are

burnt out and thus you may not be able to determine whether or not a column is activated by looking at the buttons.

Pot 8:

Pot 8 is the most versatile column of the Board. Notice that its inputs are "A," which is Mackie, and "B" which is "AUX." The AUX input is connected to four auxiliary feeds into the Board. Thus, looking above this column on the back of the board you will see four buttons labeled "AUX Input." These buttons respectively control the Emergency Alarm System (labeled EBS).

To the left of Column 8 are two columns of 4 buttons. The column to the far left is the MONITOR SOURCE while the column just to its right is labeled HEADPHONE SOURCE. From the top each button is labeled AIR, PGM, AUD, or EXT (for monitor source)/CUE (for headphone source). When the AIR button is pressed for the Monitor Source what will be heard through the speakers over your head has been broadcast from Mary Woolley and picked up by the radio at the top of the console to the DJ's left. Each of the other buttons works accordingly. The CUE button for headphone source allows for a DJ to listen to a CUEing piece of equipment through the headphones. Disregard the "EXT" button for the Monitor Source.

The back of the Board (the part sticking up vertically)

To the far left is the CUE/monitor speaker that is wired. This is the only source for listening to columns in the CUE position other than through headphones. Under normal circumstances what you hear from this speaker is the same as what is coming out of the speakers above your head.

To the far left of the back of the board you will notice two dials labeled "MASTER LEVEL." The far right dial controls the master level of PGM while the one to its left controls the master level of AUD. Traditionally these have been turned 60% of the way up in studio 1, in most cases this is the way they should remain. Their function is similar to that of the Pot but it applies to the entire output of the Board in either system. Turning this dial down will result in turning down the volumes of all of the radios receiving our signals.

The Studio 2 Board:

The organization of the columns is slightly different. But, for the most part it's the same as the Studio 1 Board.

The CD Player

Pots 3 and 4 control the CD-1 and CD-2 drawers respectively.

To Play a CD:

1. Press the open/close button to open the disc drawer
2. Place the disc in the appropriate slot (make sure there's not already a CD in there! It's happened.)
3. **Press** the open close button to close the drawer. **DO NOT** push it in!!
4. Select the track you want to play.

5. Make sure the correct pot is above cue and hit play on the machine. You usually want the pot set between 3 and 6.

Continuous play:

1. The "single" button can be used two ways: press it once (so you see "sing" on the display) and only one song will play.
2. For continuous play hit the "single" button again and song after song will play from the same CD. The CD player will be set on continuous play when the power is turned on.

Cueing in the "real" sense:

The big red "Cue" button on the CD player can be used to start songs at points other than the beginning).

1. Press "play/pause" to begin play
2. Press "play/pause" where you want to begin the track
3. Press "play/pause" and third time and the red light next to the red Cue button will blink
4. Press "cue" and the CD will return to where you pressed "play/pause" in step #2.
5. Press "play/pause" and the CD will begin at the point set in Set #2

Turntables:

DO NOT PLACE ANYTHING (including your ass) on the turntables!! There are 2 turntables marked TT1 and TT2. TT1 is controlled by pot 5 and TT2 is controlled by pot 6. There are many possible ways to cue a record, below is a guide for operation until you figure out what works for you.

Playing a record over the air:

1. Cue the record
2. Place the record on the turntable
3. Place the pot (either 5 or 6) for the turntable you are using into cue.
4. Turn down the monitor volume and turn up the cue volume.
5. Press the green button on the appropriate pot. Make sure the speed is on 33 1/3 if you are playing an LP or 45 if you are playing singles or EPs.
6. Place the needle at the beginning of the track you want played and spin the record back one and a half spins - you will hear a burbling if the needle has not been placed at the beginning of the track. Make sure that you are hearing silence during the one and a half spins. This is necessary because the record player does not start out at full speed—it needs a few seconds to pick up speed or else you will hear a "whoosh" noise. The record player motor **must** be off, as turning it backward manually will ruin the motor.
7. After cueing the record to the appropriate spot, turn the pot up to the appropriate level (3-6).
8. When you are ready to begin playing the record either press the green button under the pot controlling the turntable you are using or the play button on the record player

The Tape Player

The WMHC tape player functions like most any other. It is connected to the board via the pot labeled "tape". Just hit play to play a tape, hit record to record a tape, you know the drill. However, the CD burner **MUST** be on and set to monitor for the tape

player to communicate with the board. The lights on the CD burner will bounce happily to the music you are playing on the cassette player and you may need to adjust the levels using the "analog level" dial on the CD Burner for optimal sound quality.

Putting Callers On the Air:

1. The phone is plugged into the auxiliary of Pot 3. Thus:
 - a. The input to Pot 3 should be switched to Auxiliary (B)
 - b. Control the gain of the phone as you would a CD or mic.
2. Off-Air phone conversations can be carried out regardless of the board set-up
3. However, make sure that Pot 3 is not turned on and set for an On-Air conversation. Otherwise, the phone call will be aired!
4. Preparing to air a phone call:
 - a. Set up Column 3 as described above
 - b. The phone rings
 - c. Answer with "Hello. WMHC"
 - d. Prep the caller...
 - e. When you want to put them over the air turn on Pot 3 by pressing the green button
 - f. You **MUST** now say, "Hello, you're on the air!"
 - g. Note: You **DO NOT** need to turn on the Microphone

Speaking With a Bed:

1. A "bed" is the music that you can have playing in the background when you are speaking over the air. (For these purposes assume that you want CD 2 playing behind you)
2. Turn Pot 4 down so that you are nudging up again the "cue" position...this would be between level 0 and level 1.
3. Turn on the microphone and speak as you normally would: you may want to turn up Pot 1 depending on your individual meter readings
4. To gauge the ratios of CD to voice volume, listen to yourself speaking through the headphones with the source as "Air"

Talking between studios

1. Set-up Studio One
 - a. Place the Input for column 8 to Auxiliary (B)
 - b. Place both Pot 1 and Pot 8 to level 3
 - c. Make sure that Headphone source is either set to "Air" or your broadcasting source (Aud/Prog)
 - d. Turn headphone volume all the way down
2. Set-up Studio Two
 - a. Place the Input for column 8 to Auxiliary (B)
 - b. Place both Pot 1 and Pot 8 to level 3
 - c. Make sure that Headphone source is set to either "Air" or your broadcasting source (Aud/Prog)
 - d. Turn the headphone volume all the way down
 - e. Leave Studio Two with Column 8 ON
3. Prepping you guest
 - a. Explain to your guest that when listening through the headphones they will be hearing two volumes (that of both their voice and yours). These two

volumes form a ratio that creates the overall volume controlled by the headphone volume knob

b. To adjust their voice ratio Pot 1 should be adjusted

c. To adjust the volume ratio of Studio 1's voice Pot 8 should be adjusted accordingly

4. Bringing a guest onto the air

a. The DJ in Studio One hold the ultimate control over whether or not a guest is going over the air. If you are broadcasting over "Program" that all output switches are on "Program." Both pots 1 and 8 of Studio 2 should be on.

b. To broadcast your guest, press the green button for Pot 8 in Studio One.

5. If you need to speak to your guest in Studio Two without going over the air, you can speak through the phones that share a single phone line.

Recording Your Show from Studio One:

Taping Your Show:

Turn the CD Burner on and set it to Monitor. Keep the signal shown on the lights bouncing so that no red lights show. The signal strength is adjustable using the "analog level" dial on the upper left corner of the CD burner. Pop a tape into the cassette player and hit record.

Recording Your Show onto a CD:

Instructions and the CD burner manual are posted in the station. Instructions vary depending on your needs. To record anything, you must insert a VERY clean, blank CD-R or CD-RW and set the levels using the "analog level" dial. Arm the player to record by hitting the play button. Begin recording by hitting the record button. After you are done, hit finalize to make your CD playable. More detailed instructions and troubleshooting guides can be found in the station.

The Emergency Alarm System:

The Emergency Alarm System (EAS) tone must be transmitted once a week during daylight hours. If you hear it during the night then it is a real emergency. WHYN sends out EAS tones to us. In the event of a real emergency they would broadcast over our signal. If the EAS goes off during your show (it will be a high pitched tone) do not panic. Simply follow the instructions below.

What to do when the EAS test signal goes off:

1. The EAS system is connected to pot 8.
2. The input switch should be switched to "B" which is connected to the auxiliary switches at the top of the column. The "EAS" auxiliary button should be pushed in.
3. Turn on pot 8 by pressing the green button and turn the pot to level
4. Next, turn up the microphone and read the beginning of the EAS test script that will be printed out from the machine below the turn tables to the left
5. The middle piece of equipment below the turntables has a rectangular window with three buttons. The one on the left is red. This is the button you want to

push. You do not want to push the button on the right, which will emit a continuous EAS tone.

6. After pushing the red button a piercing sound will come through the headphones. Do not freak out.
7. When the tone is through read the "Don't panic... this is only a test" script. (See appendix)
8. The test has been completed. Turn off pot 8 and turn down the level to its previous position.
9. Log the transmitted EAS test in the Engineer Log.
10. Press the reset button on the EAS equipment.

Emergency Alarm System Testing Instructions:

If you hear the EAS tone come on during your show...listen to the entire message and write down any necessary information. You must do the following steps within the next 30 minutes:

1. Press the red RESET button (Not the start button)
2. Turn Pot 8 up to about 6 or 7 and press the green button
3. Push in the EAS button under AUX INPUT on the BOARD.
4. Turn the mike on and say:

This is a test; this station will now conduct
a test of the Massachusetts Emergency
Broadcast system. This is only a test.
5. Move the input button above the cart to B (AUX) and play the tone for twenty-five seconds. Switch the button back to A (Cart) after the twenty-five seconds are up.
6. Say aloud:

This test for (date) has originated at the Massachusetts Emergency management agency's operation command center in Framingham. In the event of an actual emergency, the attention signal you just heard would be followed by important information. This concludes this test of the emergency broadcast system.

7. Record the test in the Program Log and the Transmitter Log.
8. Turn down the pot but DO NOT turn off the EAS machine!!!

Transmitter Log:

The transmitter log is now a part of the online logging system. Simply enter the transmitter readings of channels 2 and 3 into the area in the upper left corner of the window. If the online logs are down, record this information in the "Engineering Log Book," a black binder next to the Board. BE SURE to fill out an entry for EVERY show!! These entries are used to problem solve in the case of something going wrong. The entries are read weekly by the engineering committee.

The Program Log:

Each DJ must also fill out the Program Log during their show. Station IDs, PSAs, and DJ sign-in are recorded here. Public Service Announcements (PSA) should be aired twice during each hour- once 20 minutes after the hour and again at 20 to the hour (0:20 and 0:40). The station ID should be aired twice as well, once on the hour and once on the half hour. A legal station ID includes the phrase "WMHC South Hadley, 91.5 FM" verbatim. This log is a legal record that is required by the FCC.

The Program and Transmitter Logs must be filled out with either blue or black ink and military time should be used. This log can be found on the counter in front of the board. Please remember to sign in and out. In signing in you are accepting the responsibility for transmitting our signal, and in signing out you are relinquishing that responsibility.

The Needle Drop:

The needle drop is the notebook in which each song and artist that you play is recorded. Play lists (lists of what WMHC is playing the most) are compiled for CMJ (College Music Journal) from these logs - it is as a result of these play lists that we get sent free music from record labels. IT is essential that you fill them out.

During your show you are required to play a certain number of songs drawn from the new music shelves. These are called "required cuts." The number you are required to play varies according to the genre of music you are playing. Highlight required cuts in the needle drop by marking it with a star and then the appropriate letter for the genre of music. Failure to play the required cuts is a minor infraction.

Your Show

Get to the station about 10-15 minutes before your show. This is your time to pull music that you want to play on your show, and to get situated before you go on-air. Unless you are the first DJ of the day, there should be a DJ doing her show during this time, so it is important to be as non-obtrusive as possible. If the DJ before you is playing a similar genre of music as the type you will be playing, it is a good idea to peruse their entry in the needle drop to ensure that you do not play the same songs in such quick succession.

If there is no one on the air before you then you will need to get a key either from the front desk of Blanchard or from the operator in the public safety building. You will need to read or play the station sign-on immediately as you go on the air.

After broadcasting the station sign-on you will have to do a station ID, "WMHC South Hadley 91.5fm." You can simply say "you are listening to WMHC South Hadley 91.5fm," or work the ID into a piece of dialogue that introduces your show, says who you are and what you will be playing.

Layout of your show

00:00 Sign On (if needed), station ID ("WMHC South Hadley 91.5fm")

00:20 PSA

00:30 Station ID

00:40 PSA
01:00 Station ID
and so on.

There is a request line in the station (538-2044) and you can announce it over the air if you choose. Playing requests is a good way to serve WMHC's mission of serving the public's interests. The best response to a caller's requests is to say that you will try and get their song on the air. If the request does not fit in with the music that you are playing, then you should explain to the listener and refer them to a show that their request would fit in with. Do not announce over the air that the station does not have the recording. It might be misplaced or misfiled. Always be polite to your callers.

On-Air Restrictions:

It is important to keep in mind that your audience is not limited to your friends. It alienates the rest of your audience to hear, "This song goes out to my friend Elaine who is sort of down today." It is okay to dedicate songs, but it is best to merely identify your friend as "Elaine."

When speaking over the air it is important not to editorialize. The best rule to keep in mind is this: If you think there is a possibility of someone in your listening audience taking offence at something you might say, don't say it. If there is an issue you feel strongly about, then contact the News/Talk Director about doing a talk show featuring it. WMHC has a stringent policy (based on FCC rulings and regulations) about indecent and obscene material. The FCC strictly enforces these rules and breaking them will result in LARGE fines. Included in these rules are the seven words (and any derivatives there of) that are NEVER to be said over the air.

THE SEVEN DEADLY WORDS

- 1) Shit
- 2) Piss
- 3) Motherfucker
- 4) Cunt
- 5) Fuck
- 6) Cocksucker
- 7) Tits

Starting Your Show:

Depending on what time your show is you will either enter the station or begin DJing right away or you will have to sign WMHC onto the air. When the latter occurs you will turn on the transmitter as explained earlier and read the Official Sign On.

OFFICIAL SIGN ON:

This is WMHC-FM resuming broadcast facilities for another day. WMHC-FM transmits on a center frequency of 91.5 megahertz with an effective radiated power of 100 watts, as authorized by the Federal Communications Commission. We are a non-commercial FM station licensed to the trustees of Mount Holyoke College and run as an extra-curricular activity by the students of Mount Holyoke College. Our studios are located in

Blanchard Student Center and our transmitting facilities are located in the Mary E. Woolley building on the campus of Mount Holyoke College. We welcome listeners' comments on our programming. Mail may be addressed to us at:

WMHC
Mount Holyoke College
South Hadley, Massachusetts
01075

Ending Your Show:

At the end of your show, remind listeners to stay tuned to the next show (talk it up!), or talk with the DJ to transition into her show (she can introduce her first song after you signoff, etc). If there is not a show after yours, you also need to sign WMHC off the air as well by reading the official sign-off.

OFFICIAL SIGN OFF:

WMHC-FM now leaves the air. WMHC-FM transmits on a center frequency of 91.5 megahertz with an effective radiated power of 100 watts, as authorized by the Federal Communications Commission. We are a non-commercial FM station licensed to the trustees of Mount Holyoke College and run as an extra-curricular activity by the students of Mount Holyoke College. Our studios are located in Blanchard Student Center and our transmitting facilities are located in the Mary E. Woolley building on the campus of Mount Holyoke College. We welcome listeners' comments on our programming. Mail may be addressed to us at:

WMHC
Mount Holyoke College
South Hadley, Massachusetts
01075

Tune in later for more programming...

RULES:

WMHC operates in accordance with the WMHC Constitution and Official Station Policy. These can be found in the appendix of the DJ Training Manual and must be adhered to. Please read them carefully. In addition to these, WMHC also follows FCC policy for the non-commercial, class I broadcasting facilities. The following list highlights the most important of the rules.

Shows:

You must go to ALL your shows. If you absolutely cannot do one of your shows, you MUST find a substitute. You can email the general staff, and there is a list of staff members inside the station. If you call all the people on the sub list and are still unable to find a sub, then you should call the program director and explain the state of your emergency, why you cannot do your show. Failure to do a show, without finding a sub, will result in a 30-day suspension.

Meetings:

Attendance at General Staff meetings is required. Missing one meeting is a minor infraction, missing two in one semester is a major infraction. You must notify the assistant general manager in advance of your absence to have it excused.

Indecent and obscene material:

The FCC prohibits the broadcasting of obscene material at all times. Indecent material can be broadcast during Safe Harbor hours (10pm-6am), when the appropriate warning message is played each hour (the safe harbor disclaimer). The FCC defines obscene and indecent material in the following manner:

Obscene Material meets the three following criteria:

1. Appeals primarily to the prurient interest.
2. Violates local contemporary community standards.
3. Is without any significant or redeeming social, artistic, political, or educational value.

(Miller v. California, 1973)

Indecent Material: "language or material that depicts or describes, in terms of patently offensive as measured by contemporary community standards for the broadcast medium, sex, or excretory activities or organs." (Pacifica "George Carlin" WBAI case, 1978)

Committee hours:

All WMHC DJs must perform at least six hours of committee work a semester. Committee work is done with the various members of the Board of Directors. Failure to perform committee hours results in the DJ's inability to apply for a show the following semester, until the hours are completed.

**Constitution
WMHC South Hadley
The Mount Holyoke College Broadcasting Association**

Article I Name

The name of this organization will be WMHC South Hadley. The Mount Holyoke College Broadcasting Association.

Article II Purpose

The purpose of this radio station will be:

- A. To provide educational training in the medium of radio broadcasting to the students, faculty and staff of Mount Holyoke College and to members of the surrounding community;
- B. To provide music and other entertainment, educational programs, and public service features for the Mount Holyoke community;
- C. To provide a forum for presenting and discussing issues, concerns and matters of interest to Mount Holyoke community members and to allow the community to reach its own conclusions.
- D. To maintain the highest standards of radio broadcasting through comprehensive, diverse, intelligent, and responsible broadcasting which reflects the wants and needs of the station's staff and community.

Article III Ownership and Financing

Section I WMHC is a communications medium owned by the trustees of Mount Holyoke College and operated by the students of Mount Holyoke College as an extra-curricular activity.

Section II All costs of WMHC will be financed by monies from the Mount Holyoke Student Government Association, appropriate college offices, and independent WMHC fundraising efforts.

Article IV Membership

Section I Any Mount Holyoke student, faculty member, staff member, or surrounding community member is considered eligible for membership. Neither WMHC nor any Board member will pass laws or by-laws or act in any way that discriminates based on sex, sexual orientation, religion, handicap, national origin, race, or color.

Section II Classes of Membership

- A. Board of Directors Member
Includes General Manager, Assistant General Manager, Program Director, Business Manager, Music Director(s), Traffic Director, Promotions Director, News/Talk Show Director, Librarian, and Chief Engineer. Additional Board positions may be created by the amendment process detailed in Article XI.
- B. Staff Member
Any member who is actively participating in WMHC as a disc jockey, substitute, assistant to a Board member, or committee member.

C. Trainee

Any individual who is training to become a staff member but has not yet passed her/his test and received her/his WMHC certification.

Section III Membership Requirements

- A. Completion of the station's training course, fulfilling all requirements set by the Program Director in a given semester.
- B. Passing an examination created by the Program Director, which will test a trainee's mastery of FCC regulations, station procedures, station by-laws, and station equipment.
- C. Attending monthly staff meetings.
- D. Following station policy.

Section IV Disciplinary actions, in accordance with station policy, may be taken on any WMHC member in violation of that policy.

Article V Administration

Section I The management of WMHC will be entrusted to the Board of Directors.

Section II All Board of Directors positions will be filled by Mount Holyoke College students.

Section III No Board member will hold more than one position on the Board.

Section IV The Board of Directors as a group has the following powers and duties:

- A. To maintain the proper functionality of the station by creating and implementing station policy.
- B. To resolve disputes in the interpretation of this Constitution.
- C. To set goals for the station.
- D. To approve the spending of station money.
- E. To admit and remove members as detailed in Article IV Section IV
- F. To have authority in all matters not specifically prohibited to the Board of Directors or delegated to some other individual or group in the Constitution.
- G. To create new Board positions through an amendment.

Article VI Members of the Board of Directors

Section I Every Board member will have the power to create and oversee a committee made up of general staff members. These committees will serve to aid Board members in carrying out their duties.

Section II Every Board member will have the authority to remove members of her committee or otherwise discipline any committee members for the better functioning of her department.

Section III Every Board member must present a written year-end report for her department to the General Manager.

Section IV Every Board member is required to schedule at least one office hour per school week during regular business hours (9AM to 5PM). Music directors are required to schedule at least two office hours per week during regular business hours.

Section V WMHC board members are required to attend all general staff meetings. Board members may miss no more than two weekly board meetings per semester, beginning the second week of classes. If a board member misses a third board meeting, her position will automatically come up for review. The review process will consist of a meeting between the general manager, assistant general manager, and the board member in question. During this meeting, the board member will have the opportunity to defend her position. After defending her position, the board member will leave the meeting, and the general manager and assistant general manager will discuss the case and circumstances. At the next board meeting the general manager and assistant general manager will make a recommendation for the next course of action, based on the board member's defense of her position, and their review of the case and circumstances. The board of directors will vote to keep or dismiss the board member from the board based on this recommendation. The dismissal of any board member requires a 2/3 vote of the board. The dismissal of any board member is effective immediately.

Section VI Specific board members powers and duties: Failure to perform these duties will be considered a strike in accordance with station policy

A. General Manager

1. To call, facilitate, and oversee weekly Board and monthly general staff meetings.
2. To act as a liaison between the Mount Holyoke administration, including faculty advisor(s), related campus offices, trustees; the surrounding community; and WMHC
3. To act as a liaison between the WMHC Board of directors and staff.
4. To work with other Board members to help them fulfill their goals, and to submit to them recommendations for the improvement of their departments.
5. To take responsibility for any unfilled Board position and its duties, or to find temporary replacements as detailed in Article IX Section XI.
6. To enforce all Federal Communications Commission's (FCC) rules and to censor or prohibit programs considered in violation of these rules.
7. To present impeachment proceedings to the Board for anyone considered to be doing an inadequate job, as detailed in Article IX Section XIII.
8. To make a final decision on issues where the Board vote is a tie.
9. To present all proposals to the Board for approval.

10. To enforce this Constitution.
11. in another position.
12. To train any future General Managers
13. To serve on the Board of Directors.

B. Assistant General Manager

1. To assist the General Manager with general station responsibilities.
2. To take over the General Manager's responsibilities should she be absent for any reason.
3. To follow up on any infraction of station policy.
4. To take and post minutes of all Board and staff meetings.
5. To coordinate all station committees.
6. To present impeachment proceedings involving the General Manager to the Board, as detailed in Article IX Section XIII.
7. To take attendance at Board and staff meetings.
8. To train any future Assistant General Managers.
9. To serve on the Board of Directors.

C. Program Director

1. To coordinate all programming and to appropriate air time to Board and staff members in accordance with FCC regulations and Board recommendations.
2. To create a scheduling proposal each semester, present it to the Board for approval, and present it to the staff at the semester's first general staff meeting.
3. To post an air time schedule within one week of the semester's first general staff meeting.
4. To settle disputes relating to schedule or programming.
5. To ensure all disc jockeys on the air are qualified to uphold the WMHC station FCC license.
6. To create and distribute program guides within three weeks after the semester's first general staff meeting.

7. To determine and post off-air days before breaks and coordinate any break programming.
8. To oversee the substitute policy and to ensure the station has an adequate number of licensed disc jockeys to handle absences.
9. To create and enforce policies involving selecting Board and staff members for air time in a given semester.
10. To enforce all FCC rules and to censor or prohibit programs considered in violation of these rules.
11. To train all individuals interest in joining the WMHC staff and distribute WMHC certifications to trainees who successfully complete the training program.
12. To train any future Program Directors.
13. To serve on the Board of Directors.

D. Business Manager

1. To supervise and take responsibility for all financial transaction, books, records, and other financial matters.
2. To co-sign and be aware of any Board of Directors decision that involves expenses or other financial transactions
3. To work with the General Manager and Assistant General Manager to prepare an annual budget for the Student Government Association, and to present this budget to the Board of Directors for approval.
4. To oversee the WMHC Fund.
5. To report on and make recommendations regarding the station's financial status at all Board meetings.
6. To train any future Business Managers to ensure accurate record keeping.
7. To serve on the Board of Directors.

E. Music Directors

1. To maintain and organize the station's music libraries and introduce proper measures to prevent theft or other problems.
2. To work with the other music directors to ensure the representation of different types of music, as determined by the music directors and their committees.
3. To create new music departments as necessary and to oversee those departments.

4. To compile weekly play lists and report charts to the College Music Journal.
5. To review, log on computer, and file all music appropriate to each department.
6. To ensure the proper performance of on-air staffs including the playing of required music and music within the genre of the timeslot.
7. To maintain a database of on-air giveaways to keep track of listenership.
8. To contact record labels for promotional CDs to giveaway on air.
9. To contact organize ticket giveaways within their genre.
10. To maintain good relationship with music promoters.
11. To train any future Music Directors.
12. To serve on the Board of Directors.

F. Traffic Director

1. To collect, sort, and distribute station mail at least three times weekly.
2. To create and update a collection of public service announcements (PSAs).
3. To organize her collection of PSAs according to at least five broad categories.
4. To make CDs for PSAs and station IDs.
5. To train any future Traffic Directors.
6. To serve on the Board of Directors.

G. Promotions/Fundraising Director

1. To oversee promotional campaigns (CD, Ticket giveaways, etc) of Music Directors.
2. To create monthly publicity campaigns to keep in constant contact with Mount Holyoke students, faculty and staff.
3. Publicize for DJ recruitment and maintain working relationship with MH News and organize bi-weekly or weekly DJ Spotlights.
4. To develop merchandise giveaways and sales (stickers, key chains, etc.)
5. Oversee chalking campaigns.
6. To be responsible for the mobile DJ Unit, including completing equipment rental contracts, training DJs in its use, and working

with groups interested in renting it to find a suitable DJ for their event.

7. To coordinate campus entertainment events sponsored by WMHC.
8. To help staff members promote individual shows.
9. To train any future promotions directors.
10. To serve on the Board of Directors

H. News/Talk Show Director

1. To coordinate and supervise news programs and educational talk shows.
2. To be responsible for all on-air news/talk show personnel and the quality of their broadcasts.
3. To coordinate regular airtime for news programs and talk shows with the Program Director.
4. To ensure that all news/talk personnel are adequately trained and capable of making technically well-produced and interesting broadcasts.
5. To create station IDs and on-air promos.
6. To train any future news/talk show directors.
7. To serve on the board of directors

I. Librarian

1. To catalog the WMHC music library, and all new music, in a computer database.
2. To oversee station organization.
3. To delegate maintenance of music library.
4. To coordinate the "board pics" shelf.
5. To train any future Librarians.
6. To serve on the Board of Directors.

I. Chief Engineer

1. To maintain station equipment, including doing repairs, replacements, and cleanings as necessary.

2. To work with and maintain a relationship with WMHC's outside contracted engineer.
3. To be on call 24 hours a day for station emergencies, or to appoint a qualified replacement if needed.
4. To ensure DJ's proficiency in Emergency Broadcast System (EBS) procedures.
5. To aid the Program Director in training individuals interested in becoming staff members.
6. To aid the Promotions Director in training DJs on the mobile DJ unit.
7. To ensure all DJs on the air are qualified to uphold WMHC's FCC license.
8. To ensure proper completion of all transmitter logs.
9. To train any future Chief Engineers.
10. To serve on the board of directors.

Article VII Faculty Advisors

Section I The station will have a Chief Advisor who will act as a consultant on business and general internal and external affairs.

Section II The station will employ an outside Technical Advisor who will act as a consultant on electrical, equipment, and other technical affairs.

Section III All advisors are invited to attend all Board of Directors and general staff meetings.

Article VIII Meetings

Section I The General Manager must call monthly staff meetings during the academic year, including an organizational meeting within two weeks of the beginning of each semester and an election meeting in the first week of April.

Section II The Board of Directors will meet once every week during the academic year.

Section III All Board of Directors and general staff meetings will be chaired by the General Manager.

Section IV Board of director's decisions will be passed at meetings by a simple majority vote of the board members present, except where otherwise noted.

Section V For decisions that require expenditures:

- A. An approval of the business manager is sufficient if the expenditure is under \$50.
- B. One half (1/2) of the Board of Directors members must vote for the measure if the expenditure is between \$50 and \$500.

- C. Three fourths (3/4) of the Board of Directors members must vote for the measure if the expenditure is over \$500.
- D. Measures involving expenditures over \$50 must be presented at a Board meeting one week prior to the vote.

Section VI Any staff member at a general staff meeting may challenge any board of directors' decision and request a re-vote. This is not applicable to elections or impeachments.

Section VII Absentee votes will be acceptable for Board of Directors votes provided they are initiated by the absent board member before the vote takes place. This is not applicable to elections or impeachments.

Section VIII One third (1/3) of the Board of Directors members or one fourth (1/4) or the staff members may request a Board of Directors or general staff meeting, provided the request is submitted to the General Manager in writing. The General Manager must call this meeting within ten (10) days.

Section IX The General Manager must give Board members at least four days notice before every board meeting, except weekly meetings scheduled at a fixed time.

Section X The General Manager must give staff members at least one week's notice before every general staff meeting, except monthly meetings scheduled at a fixed time.

Section XI Sections IX and X will be void if the General Manager calls an emergency meeting. In that case, the General Manager will notify all members as soon as possible.

Section XII Board members have the power to call regular committee meetings.

Section XIII The presiding member of any meeting may set limits on speeches or questioning.

Section XIV During a Board of Directors meeting, any Board member may make a motion at any time to dismiss the meeting. The motion will be carried if voted on by majority of members present.

Article IX Elections

Section I All elected Board members will hold their positions for one full academic year, starting from the last day of exams in the spring semester.

Section II Elections will be held in the first week of April at a general staff meeting.

Section III Blank applications for all Board of Directors positions will be posted by the General Manager in the station two weeks before elections.

Section IV Completed application will be due one week before elections, and will be posted in the station for current Board member and staff members to read.

- Section V Elections will proceed by way of secret ballots. Ballots will be tabulated by two (2) graduating Board members, as decided by a simple majority vote of Board members present at the Board meeting most closely preceding elections.
- Section VI Board members may publicly endorse a successor to their position, if they so choose.
- Section VII The total vote will consist of sixty percent (60%) of the current Board vote and forty percent (40%) of the general staff vote.
- Section VIII A candidate will be elected if she receives seventy-five percent (75%) of the vote.
- Section IX If no one candidate receives seventy-five percent (75%) of the vote, the Board may choose a candidate by a simple majority vote, or may choose to leave the position unfilled.
- Section X An elected Board member may resign by submitting a written, signed, and dated letter of resignation to the General Manager at least two (2) weeks before the effective date. Failure to comply with this will lead to the immediate termination of the Board member's station membership.
- Section XI If a Board position is vacated before the regular term of office expires, the General Manager will propose a temporary replacement to the members present at the next Board meeting. The replacement will be accepted by a simple majority vote.
- Section XII A temporary replacement will hold her position for a maximum of four (4) weeks. A regular election, as detailed by Article IX Section III-IX, must be held during this four-week period.
- Section XIII Impeachment Proceedings
- A. A petition signed by at least four (4) Board of Directors members and/or one fourth (1/4) of general staff members citing reasons for the suggested impeachment of a Board member must be submitted to the General Manager to begin proceedings. In the case of suggested impeachment of the General Manager, the petition must be submitted to the Assistant General Manager.
 - B. The General Manager or Assistant General Manager must call a general staff meeting to hear arguments for the impeachment of a Board member. This meeting must take place no later than two (2) weeks after the petition is submitted.
 - C. All parties involved will be invited to attend the meeting, along with witnesses for either side.
 - D. A vote of three fourths (3/4) of the general staff, including the Board and questioned Board member, will be sufficient to remove the Board member from the office provided proceedings were initiated by a staff petition.
 - E. A vote of two thirds (2/3) of the Board of Directors, including the questioned Board member, will be sufficient to remove the Board

member from the office provided proceedings were initiated by a Board petition.

Article X Ratification

Section I This constitution will be ratified by two thirds (2/3) vote of the Board of Directors and a general approval from the Chief Advisor.

Section II All general staff members will be informed of this ratification process at least two (2) weeks prior to the final ratification.

Section III All general staff members will have access to a copy of this Constitution posted in the station. Staff members will be granted a personal copy of this Constitution if they so request.

Section IV Any general staff member may delay the ratification process by drafting a petition citing the Article(s) and Section(s) of the Constitution that she/he questions, submitting it to the General Manager. The petition must include signatures from at least one third (1/3) of the general staff, which may or may not include Board members and may not include trainees.

Section V Upon receiving the petition, the General Manager must call a general staff meeting within two (2) weeks to hear arguments for and against the questionable material. The Chief Advisor must attend this meeting.

Section VI The Board of Directors will attempt to make acceptable changes in the Constitution as monitored by the Chief Advisor in response to general staff objections.

Section VII Upon ratification, this Constitution will become effective immediately and will supersede all previous constitutions and by-laws.

Article XI Amendments

Section I Any proposed amendment to this constitution must receive at least two thirds (2/3) of the vote of the full Board of Directors and a general approval of the Chief Advisor.

Section II Staff members will have the same rights in the amendment process as in the ratification process, as detailed by Article X-Sections II-VI.

Article XII Dissolution

Section I A proposal for voluntary dissolution of this organization may be called by a petition signed by one half (1/2) of the board of directors and one half (1/2) of the general staff and submitted to the General Manager.

Section II In the event that such a proposal is received, the General Manager will call and emergency meeting of the general staff.

Section III At this emergency meeting, a unanimous vote of the entire board of directors and a three fourths (3/4) vote of the general staff will enact a voluntary dissolution.

Section IV A dissolution of the station may, for adequate causes, be called by the trustees of the College with approval of the Student Activities office, the Dean of Students, and the Chief Advisor.

Article XIII Enforcement

The Board of Directors is entitled to enforce all station policies. The General Manager is authorized to act on behalf of the Board in initiating disciplinary actions.

Article XIV Appeals

Station members, including Board members and staff members, may appeal in writing any Board of Directors or General Manager's decision on major or expulsionary offenses. Appeals must be submitted to the General Manager. A hearing of the charges must be held before $\frac{3}{4}$ of the Board members at a regular weekly Board meeting. The appealing member is welcome, but not required, to attend. Following a discussion, Board members will vote on the appeal. A simple majority vote is required to affirm, amend, or overturn the original decision.

Article XV Classes of Policy Infractions

Failure to comply with the following policies will result in appropriate disciplinary actions.

I. Strike Policy

A. Three strikes against a DJ will result in the termination of that DJ.

B. DJs have the right to appeal disciplinary actions in a hearing before the Board of Directors or through e-mail communication with the Board of Directors.

C. Grounds for a Strike

1. Swearing on the air at any time.
2. Playing music or recordings with swear words during non-safe harbor hours. A DJ may play recordings with swear words during safe harbor hours (10pm-6am).
3. Missing a General Staff Meeting.
4. Failure to keep accurate needledrop, PSA, and engineering log records.
5. Failure to clean up personal mess in the station, including putting away station CDs and throwing away trash.

II. Grounds for Immediate Dismissal from WMHC, with option to appeal

A. Stealing property from WMHC. Property includes, but is not limited to, CDs, records, equipment, and furniture. In the event that property is stolen, WMHC and Mount Holyoke College reserve the right to take legal action.

B. Vandalizing equipment or furniture. Vandalism includes, but is not limited to, writing on, destroying, or tampering with any WMHC property.

C. Leaving WMHC in the care of a person who is not a DJ. A WMHC DJ must be in the studio at all times of operation.

D. Consuming alcoholic beverages or illegal drugs. No one is allowed to consume or be in the possession of the aforementioned on WMHC premises.

E. Missing a show without finding a substitute. DJs must secure a sub for their show, except in the case of an extreme emergency.

F. Airing listener phone calls without the listener's knowledge or permission. DJs must get a caller's permission before airing the listener on-air.

III. General Compliance

A. On-air behavior: Programmers are expected to perform professionally at all times. Examples of unprofessional behavior include making derogatory or disrespectful comments during PSAs, "clowning around" on the air, or showing disrespect for the audience, college, college officials, or other staff members.

B. Studio Guests

1. Programmers are permitted to have up to two guests during a program, except in authorized talk shows or training sessions where a larger group is necessary.
2. Unlicensed guests are not permitted to use any station equipment.
3. Programmers will be held fully responsible for the behavior of their guests.

C. Studios and Music Library:

1. Programmers must report immediately to either the Chief Engineer or General Manager equipment Problems that threaten the station's ability to stay on the air or damage to or theft of station property.
2. No bins of music may be left in either studio, unless authorized by the appropriate music director.
4. Station members may sign up for production time in studio 2. If no one is signed up at a given time, Studio 2 is available on a first-come basis.
5. Music directors have precedence over Studio 2 *only* during posted office hours.
6. On-air programming has precedence over production work, including music and equipment.
7. News staff members have precedence over Studio 2 *only* during newscasts and the production approved by the News/Talk Show Director.
8. Smoking, drinking, and eating are prohibited in all station areas.

D. Other:

1. Using station phones for personal, off-campus calls is prohibited.
2. Station members are required to attend all general staff meetings, however are permitted one absence per semester by submitting a written excuse to the Assistant General Manager at least two days before the scheduled meeting.

E. All station members must follow Federal Communications Commission (FCC) policies. Those policies with the most relevance include:

1. The airing of obscene language or material, including "the seven dirty words" and their derivatives, as well as explicit sexual innuendo is prohibited.
2. Commercializing, or promoting profit-making businesses or organizations, is prohibited except in authorized underwriting.
3. Issuing false reports or emergencies is prohibited.
4. Slandorous comments are prohibited.
5. Programmers must follow Emergency Broadcast System procedures correctly.

WMHC DJ Training Manual

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EQUIPMENT

The station is divided into two studios. DJs most typically broadcast from Studio One, the main studio. The production studio, also called Studio Two, is available on a first-come, first-serve basis. When a board member is in the office during her official office hours, she has priority for the use of Studio Two. When music is concerned, the on-air DJ always has priority.

Powering Studio 1:

Flip the switch found on the console to ON. When this switch is in the "on" position, it merely indicates that the electronic current is flowing through the system. To go over the air and transmit your show you will need to turn on the transmitter.

The Transmitter:

The most important piece of equipment for the operation of our station is the transmitter. This is what "transmits" our signal, as electromagnetic waves, to radios across campus and throughout the local community. The actual transmitter for WMHC is located across campus in Mary Woolley Hall. The switch to turn it on is found to the right of the board in the main studio (Studio One) on the console. The transmitter is the box on the right containing an LED readout where DJs monitor the volts and watts that are being transmitted by the station.

Turning the transmitter on:

On the transmitter there are three white buttons. Left to right, the first button says CHAN, the second button has a triangle pointing up, and the third button has a triangle pointing down.

1. Make sure that the CHAN button is on 1 by watching the digital readout and pressing the CHAN button until it reaches 1.
2. Once the CHAN button is on 1, press the button with the triangle pointing up firmly until you see red lights lighting up to the left side of the transmitter buttons.
3. The red lights should light up next to numbers 2 and 3. Once this has happened, you are on the air. [Note: You can check whether you are properly on-air by turning on the radio to 91.5FM; there should be no static sound.]
4. Take a transmitter reading and record them once every hour in the "Engineering Log" binder or in the online log.

How to take a transmitter reading:

You are required to take a transmitter reading every time you turn the transmitter on and off, and on the top of every hour while you are on the air.

1. Press the CHAN button until you reach channel 2.
2. Record the number from the digital readout under "Volts" for channel 2.
3. Press the CHAN button until you reach channel 3.
4. Record the number from the digital readout under "Current" for channel 3.
5. Multiply the Volts*Current*0.5052 to yield the number of watts being transmitted.
6. Record this number under "Power."
7. The Power should constantly be within the range of 51.3-59.9.

8. If your transmitter is off this range, please contact the WMHC Engineer on-call for that week.

Turning the transmitter off:

On the transmitter there are three white buttons. Left to right, the first button says CHAN, the second button has a triangle pointing up, and the third button has a triangle pointing down.

Press the CHAN button until you reach channel 1.

Press the button with the triangle pointing down firmly until the red lights next to number 2 and 3 go off on the left of the transmitter buttons.

When it does, you are off the air. [Note: You can check whether you are properly off-air by turning on the radio to 91.5FM; there should be static sound.]

The Board:

The Board works like most any system in that its arrangement and wiring are logical and if you ponder its inner workings long enough it will all make sense. Hopefully, the following will help to quicken your passage into Board Enlightenment.

Studio One: "The board" (professionally referred to as a monitor) is what synthesizes all of the noise that you will create whether it is actually aired or not.

Remember: The Board operates in a system of Rows and Columns; the rows being horizontally orientated while the Columns run vertically. Rows are unified by function while each column is allotted to a particular piece of equipment.

Put simply, the Board is a two in one deal. It houses two systems that are parallel to each other. This means that both systems can be used simultaneously without interfering with one another. As labeled on the Board these systems are called Audition (AUD) and Program (PGM). These names are however arbitrary and could just as easily be "A" and "B." Traditionally the station broadcasts using the PGM system. Continuing this tradition is probably a good idea since the wiring in PGM is more consistent than that of AUD.

To broadcast through Audition: On the upper right hand corner of the board you will see a toggle switch with "ON AIR SOURCE" written below it. Flipping the switch the right means that you are broadcasting through PGM while switching the switch to the left means that you are broadcasting through AUD. Note that if you discover you are not broadcasting check this switch!

Each piece of equipment can be played through either AUD or PGM. This means that while you are broadcasting a CD track through PGM you can be dubbing your favorite record ever through the AUD mode without interfering with your broadcast!

The Board demands respect and plays an integral role in the functioning in our radio station. Any noise whatsoever that you create while in the station with respect to the equipment must be synthesized through the board. Because of this the DJ must designate both an input and output for each piece of equipment plugged into the Board. Note that if you are having difficulties with broadcasting or hearing the equipment check the output and input switches for correct placement.

Notice that the top row of toggle switches are labeled, with the exception of column 8, "INPUT" and to the right and left of each are a respective "A" and "B." This means that for each of these columns two pieces of equipment can be plugged into for use. Thus we could plug a CD player into INPUT A of column 1 and a turntable into INPUT B of column 1 as well. To switch between the two pieces of equipment all the DJ would have to do would be to flip the INPUT switch. However, due to our resources each column only has equipment plugged into INPUT A (Column 8 is an exception that will be dealt with later).

The row of OUTPUT toggles below this is used to designate which system you would like to use each piece of equipment through. As mentioned above you may choose to use a system without necessarily airing it. Thus, if your ON AIR SOURCE is PGM any column with an OUTPUT of PGM will be aired. If you were to set the OUTPUT to AUD you would be able to, say, listen to your cursing punk music while out of the "safe-harbor" hours.

Below this row is a row of large knobs which we call POTS. During a typical show the OUTPUT and INPUT switches will not need to be used. The pots however require constant attention. In a way the pot is like a volume control BUT it should not be used as such!! The pots control the levels of their respective pieces of equipment. Although you will adjust the volume by adjusting the pot this volume adjustment will be heard by all of you listeners as well. The dial goes from one to ten with CUE being the 0 position. Notice the two meters in the center of back of the Board. These meters measure the levels of the equipment in use through either system. If you would like to see the levels of what you are doing through "AUD" while you are broadcasting through program simply flip the METER toggle (directly to the left of the ON AIR SOURCE toggle) to "AUD." When the little red light labeled "ON AIR OVERLOAD" begins to blink spastically this is a sign that the DJ needs to reduce the levels of what they are broadcasting by turning down the pot of the piece of equipment in use. Note that adjusting the volume will have no effect on the levels. When levels are too high listeners will experience "noise corruption" and want to change the station.

Putting the pot into CUE means turning the dial all of the way down until you can both hear and feel a click once you reach the CUE position.

What is CUE? When the pot is in the CUE position, that column will not be broadcast. In effect it is for briefly previewing what you plan to play. To listen to the CUE mode simply turn the monitor level down and turn up the CUE level. These knobs are substantially smaller than the pots and found to the left of the Board. You can also hear what you are CUEing through the headphones, which are controlled by the "headphone level" mini-pot. When finished CUEing a CD DO NOT forget to return the pot to an appropriate level!

Below the pots, at the bottom of the Board, is one final row of lighted buttons. Each column has both a red and green button at its base. These buttons determine if the column is connected into the function of the board. For example, if the red button for CD 1 were to be pressed no matter what the DJ did to the settings of Column 3 they would have no effect. Similarly, even if the CD were to be playing it would not air and consequently not be heard. Be aware that a few of the lights in these buttons are

burnt out and thus you may not be able to determine whether or not a column is activated by looking at the buttons.

Pot 8:

Pot 8 is the most versatile column of the Board. Notice that its inputs are "A," which is Mackie, and "B" which is "AUX." The AUX input is connected to four auxiliary feeds into the Board. Thus, looking above this column on the back of the board you will see four buttons labeled "AUX Input." These buttons respectively control the Emergency Alarm System (labeled EBS).

To the left of Column 8 are two columns of 4 buttons. The column to the far left is the MONITOR SOURCE while the column just to its right is labeled HEADPHONE SOURCE. From the top each button is labeled AIR, PGM, AUD, or EXT (for monitor source)/CUE (for headphone source). When the AIR button is pressed for the Monitor Source what will be heard through the speakers over your head has been broadcast from Mary Woolley and picked up by the radio at the top of the console to the DJ's left. Each of the other buttons works accordingly. The CUE button for headphone source allows for a DJ to listen to a CUEing piece of equipment through the headphones. Disregard the "EXT" button for the Monitor Source.

The back of the Board (the part sticking up vertically)

To the far left is the CUE/monitor speaker that is wired. This is the only source for listening to columns in the CUE position other than through headphones. Under normal circumstances what you hear from this speaker is the same as what is coming out of the speakers above your head.

To the far left of the back of the board you will notice two dials labeled "MASTER LEVEL." The far right dial controls the master level of PGM while the one to its left controls the master level of AUD. Traditionally these have been turned 60% of the way up in studio 1, in most cases this is the way they should remain. Their function is similar to that of the Pot but it applies to the entire output of the Board in either system. Turning this dial down will result in turning down the volumes of all of the radios receiving our signals.

The Studio 2 Board:

The organization of the columns is slightly different. But, for the most part it's the same as the Studio 1 Board.

The CD Player

Pots 3 and 4 control the CD-1 and CD-2 drawers respectively.

To Play a CD:

1. Press the open/close button to open the disc drawer
2. Place the disc in the appropriate slot (make sure there's not already a CD in there! It's happened.)
3. Press the open close button to close the drawer. DO NOT push it in!!
4. Select the track you want to play.

5. Make sure the correct pot is above cue and hit play on the machine. You usually want the pot set between 3 and 6.

Continuous play:

1. The "single" button can be used two ways: press it once (so you see "sing" on the display) and only one song will play.
2. For continuous play hit the "single" button again and song after song will play from the same CD. The CD player will be set on continuous play when the power is turned on.

Cueing in the "real" sense:

The big red "Cue" button on the CD player can be used to start songs at points other than the beginning).

1. Press "play/pause" to begin play
2. Press "play/pause" where you want to begin the track
3. Press "play/pause" a third time and the red light next to the red Cue button will blink
4. Press "cue" and the CD will return to where you pressed "play/pause" in step #2.
5. Press "play/pause" and the CD will begin at the point set in Set #2

Turntables:

DO NOT PLACE ANYTHING (including your ass) on the turntables!! There are 2 turntables marked TT1 and TT2. TT1 is controlled by pot 5 and TT2 is controlled by pot 6. There are many possible ways to cue a record, below is a guide for operation until you figure out what works for you.

Playing a record over the air:

1. Cue the record
2. Place the record on the turntable
3. Place the pot (either 5 or 6) for the turntable you are using into cue.
4. Turn down the monitor volume and turn up the cue volume.
5. Press the green button on the appropriate pot. Make sure the speed is on 33 1/3 if you are playing an LP or 45 if you are playing singles or EPs.
6. Place the needle at the beginning of the track you want played and spin the record back one and a half spins - you will hear a burbling if the needle has not been placed at the beginning of the track. Make sure that you are hearing silence during the one and a half spins. This is necessary because the record player does not start out at full speed—it needs a few seconds to pick up speed or else you will hear a "whoosh" noise. The record player motor must be off, as turning it backward manually will ruin the motor.
7. After cueing the record to the appropriate spot, turn the pot up to the appropriate level (3-6).
8. When you are ready to begin playing the record either press the green button under the pot controlling the turntable you are using or the play button on the record player

The Tape Player

The WMHC tape player functions like most any other. It is connected to the board via the pot labeled "tape". Just hit play to play a tape, hit record to record a tape, you know the drill. However, the CD burner MUST be on and set to monitor for the tape

player to communicate with the board. The lights on the CD burner will bounce happily to the music you are playing on the cassette player and you may need to adjust the levels using the "analog level" dial on the CD Burner for optimal sound quality.

Putting Callers On the Air:

1. The phone is plugged into the auxiliary of Pot 3. Thus:
 - a. The input to Pot 3 should be switched to Auxiliary (B)
 - b. Control the gain of the phone as you would a CD or mic.
2. Off-Air phone conversations can be carried out regardless of the board set-up
3. However, make sure that Pot 3 is not turned on and set for an On-Air conversation. Otherwise, the phone call will be aired!
4. Preparing to air a phone call:
 - a. Set up Column 3 as described above
 - b. The phone rings
 - c. Answer with "Hello. WMHC"
 - d. Prep the caller...
 - e. When you want to put them over the air turn on Pot 3 by pressing the green button
 - f. You **MUST** now say, "Hello, you're on the air!"
 - g. Note: You **DO NOT** need to turn on the Microphone

Speaking With a Bed:

1. A "bed" is the music that you can have playing in the background when you are speaking over the air. (For these purposes assume that you want CD 2 playing behind you)
2. Turn Pot 4 down so that you are nudging up again the "cue" position...this would be between level 0 and level 1.
3. Turn on the microphone and speak as you normally would: you may want to turn up Pot 1 depending on your individual meter readings
4. To gauge the ratios of CD to voice volume, listen to yourself speaking through the headphones with the source as "Air"

Talking between studios

1. Set-up Studio One
 - a. Place the Input for column 8 to Auxiliary (B)
 - b. Place both Pot 1 and Pot 8 to level 3
 - c. Make sure that Headphone source is either set to "Air" or your broadcasting source (Aud/Prog)
 - d. Turn headphone volume all the way down
2. Set-up Studio Two
 - a. Place the Input for column 8 to Auxiliary (B)
 - c. Place both Pot 1 and Pot 8 to level 3
 - d. Make sure that Headphone source is set to either "Air" or your broadcasting source (Aud/Prog)
 - e. Turn the headphone volume all the way down
 - f. Leave Studio Two with Column 8 ON
3. Prepping you guest
 - a. Explain to your guest that when listening through the headphones they will be hearing two volumes (that of both their voice and yours). These two

volumes form a ratio that creates the overall volume controlled by the headphone volume knob

b. To adjust their voice ratio Pot 1 should be adjusted

c. To adjust the volume ratio of Studio 1's voice Pot 8 should be adjusted accordingly

4. Bringing a guest onto the air

a. The DJ in Studio One hold the ultimate control over whether or not a guest is going over the air. If you are broadcasting over "Program" that all output switches are on "Program." Both pots 1 and 8 of Studio 2 should be on.

b. To broadcast your guest, press the green button for Pot 8 in Studio One.

5. If you need to speak to your guest in Studio Two without going over the air, you can speak through the phones that share a single phone line.

Recording Your Show from Studio One:

Taping Your Show:

Turn the CD Burner on and set it to Monitor. Keep the signal shown on the lights bouncing so that no red lights show. The signal strength is adjustable using the "analog level" dial on the upper left corner of the CD burner. Pop a tape into the cassette player and hit record.

Recording Your Show onto a CD:

Instructions and the CD burner manual are posted in the station. Instructions vary depending on your needs. To record anything, you must insert a VERY clean, blank CD-R or CD-RW and set the levels using the "analog level" dial. Arm the player to record by hitting the play button. Begin recording by hitting the record button. After you are done, hit finalize to make your CD playable. More detailed instructions and troubleshooting guides can be found in the station.

The Emergency Alarm System:

The Emergency Alarm System (EAS) tone must be transmitted once a week during daylight hours. If you hear it during the night then it is a real emergency. WHYH sends out EAS tones to us. In the event of a real emergency they would broadcast over our signal. If the EAS goes off during your show (it will be a high pitched tone) do not panic. Simply follow the instructions below.

What to do when the EAS test signal goes off:

1. The EAS system is connected to pot 8.
2. The input switch should be switched to "B" which is connected to the auxiliary switches at the top of the column. The "EAS" auxiliary button should be pushed in.
3. Turn on pot 8 by pressing the green button and turn the pot to level
4. Next, turn up the microphone and read the beginning of the EAS test script that will be printed out from the machine below the turn tables to the left
5. The middle piece of equipment below the turntables has a rectangular window with three buttons. The one on the left is red. This is the button you want to

- push. You do not want to push the button on the right, which will emit a continuous EAS tone.
6. After pushing the red button a piercing sound will come through the headphones. Do not freak out.
 7. When the tone is through read the "Don't panic... this is only a test" script. (See appendix)
 8. The test has been completed. Turn off pot 8 and turn down the level to its previous position.
 9. Log the transmitted EAS test in the Engineer Log.
 10. Press the reset button on the EAS equipment.

Emergency Alarm System Testing Instructions:

If you hear the EAS tone come on during your show...listen to the entire message and write down any necessary information. You must do the following steps within the next 30 minutes:

1. Press the red RESET button (Not the start button)
2. Turn Pot 8 up to about 6 or 7 and press the green button
3. Push in the EAS button under AUX INPUT on the BOARD.
4. Turn the mike on and say:

This is a test; this station will now conduct a test of the Massachusetts Emergency Broadcast system. This is only a test.
5. Move the input button above the cart to B (AUX) and play the tone for twenty-five seconds. Switch the button back to A (Cart) after the twenty-five seconds are up.
6. Say aloud:

This test for (date) has originated at the Massachusetts Emergency management agency's operation command center in Framingham. In the event of an actual emergency, the attention signal you just heard would be followed by important information. This concludes this test of the emergency broadcast system.
7. Record the test in the Program Log and the Transmitter Log.
8. Turn down the pot but DO NOT turn off the EAS machine!!!

Transmitter Log:

The transmitter log is now a part of the online logging system. Simply enter the transmitter readings of channels 2 and 3 into the area in the upper left corner of the window. If the online logs are down, record this information in the "Engineering Log Book," a black binder next to the Board. BE SURE to fill out an entry for EVERY show!! These entries are used to problem solve in the case of something going wrong. The entries are read weekly by the engineering committee.

The Program Log:

Each DJ must also fill out the Program Log during their show. Station IDs, PSAs, and DJ sign-in are recorded here. Public Service Announcements (PSA) should be aired twice during each hour- once 20 minutes after the hour and again at 20 to the hour (0:20 and 0:40). The station ID should be aired twice as well, once on the hour and once on the half hour. A legal station ID includes the phrase "WMHC South Hadley, 91.5 FM" verbatim. This log is a legal record that is required by the FCC.

The Program and Transmitter Logs must be filled out with either blue or black ink and military time should be used. This log can be found on the counter in front of the board. Please remember to sign in and out. In signing in you are accepting the responsibility for transmitting our signal, and in signing out you are relinquishing that responsibility.

The Needle Drop:

The needle drop is the notebook in which each song and artist that you play is recorded. Play lists (lists of what WMHC is playing the most) are compiled for CMJ (College Music Journal) from these logs - it is as a result of these play lists that we get sent free music from record labels. IT is essential that you fill them out.

During your show you are required to play a certain number of songs drawn from the new music shelves. These are called "required cuts." The number you are required to play varies according to the genre of music you are playing. Highlight required cuts in the needle drop by marking it with a star and then the appropriate letter for the genre of music. Failure to play the required cuts is a minor infraction.

Your Show

Get to the station about 10-15 minutes before your show. This is your time to pull music that you want to play on your show, and to get situated before you go on-air. Unless you are the first DJ of the day, there should be a DJ doing her show during this time, so it is important to be as non-obtrusive as possible. If the DJ before you is playing a similar genre of music as the type you will be playing, it is a good idea to peruse their entry in the needle drop to ensure that you do not play the same songs in such quick succession.

If there is no one on the air before you then you will need to get a key either from the front desk of Blanchard or from the operator in the public safety building. You will need to read or play the station sign-on immediately as you go on the air.

After broadcasting the station sign-on you will have to do a station ID, "WMHC South Hadley 91.5fm." You can simply say "you are listening to WMHC South Hadley 91.5fm," or work the ID into a piece of dialogue that introduces your show, says who you are and what you will be playing.

Layout of your show

00:00 Sign On (if needed), station ID ("WMHC South Hadley 91.5fm")

00:20 PSA

00:30 Station ID

00:40 PSA
01:00 Station ID
and so on.

There is a request line in the station (538-2044) and you can announce it over the air if you choose. Playing requests is a good way to serve WMHC's mission of serving the public's interests. The best response to a caller's requests is to say that you will try and get their song on the air. If the request does not fit in with the music that you are playing, then you should explain to the listener and refer them to a show that their request would fit in with. Do not announce over the air that the station does not have the recording. It might be misplaced or misfiled. Always be polite to your callers.

On-Air Restrictions:

It is important to keep in mind that your audience is not limited to your friends. It alienates the rest of your audience to hear, "This song goes out to my friend Elaine who is sort of down today." It is okay to dedicate songs, but it is best to merely identify your friend as "Elaine."

When speaking over the air it is important not to editorialize. The best rule to keep in mind is this: If you think there is a possibility of someone in your listening audience taking offence at something you might say, don't say it. If there is an issue you feel strongly about, then contact the News/Talk Director about doing a talk show featuring it. WMHC has a stringent policy (based on FCC rulings and regulations) about indecent and obscene material. The FCC strictly enforces these rules and breaking them will result in LARGE fines. Included in these rules are the seven words (and any derivatives there of) that are NEVER to be said over the air.

THE SEVEN DEADLY WORDS

- 1) Shit
- 2) Piss
- 3) Motherfucker
- 4) Cunt
- 5) Fuck
- 6) Cocksucker
- 7) Tits

Starting Your Show:

Depending on what time your show is you will either enter the station or begin DJing right away or you will have to sign WMHC onto the air. When the latter occurs you will turn on the transmitter as explained earlier and read the Official Sign On.

OFFICIAL SIGN ON:

This is WMHC-FM resuming broadcast facilities for another day. WMHC-FM transmits on a center frequency of 91.5 megahertz with an effective radiated power of 100 watts, as authorized by the Federal Communications Commission. We are a non-commercial FM station licensed to the trustees of Mount Holyoke College and run as an extra-curricular activity by the students of Mount Holyoke College. Our studios are located in

Blanchard Student Center and our transmitting facilities are located in the Mary E. Woolley building on the campus of Mount Holyoke College. We welcome listeners' comments on our programming. Mail may be addressed to us at:

WMHC
Mount Holyoke College
South Hadley, Massachusetts
01075

Ending Your Show:

At the end of your show, remind listeners to stay tuned to the next show (talk it up!), or talk with the DJ to transition into her show (she can introduce her first song after you signoff, etc). If there is not a show after yours, you also need to sign WMHC off the air as well by reading the official sign-off.

OFFICIAL SIGN OFF:

WMHC-FM now leaves the air. WMHC-FM transmits on a center frequency of 91.5 megahertz with an effective radiated power of 100 watts, as authorized by the Federal Communications Commission. We are a non-commercial FM station licensed to the trustees of Mount Holyoke College and run as an extra-curricular activity by the students of Mount Holyoke College. Our studios are located in Blanchard Student Center and our transmitting facilities are located in the Mary E. Woolley building on the campus of Mount Holyoke College. We welcome listeners' comments on our programming. Mail may be addressed to us at:

WMHC
Mount Holyoke College
South Hadley, Massachusetts
01075

Tune in later for more programming...

RULES:

WMHC operates in accordance with the WMHC Constitution and Official Station Policy. These can be found in the appendix of the DJ Training Manual and must be adhered to. Please read them carefully. In addition to these, WMHC also follows FCC policy for the non-commercial, class I broadcasting facilities. The following list highlights the most important of the rules.

Shows:

You must go to ALL your shows. If you absolutely cannot do one of your shows, you MUST find a substitute. You can email the general staff, and there is a list of staff members inside the station. If you call all the people on the sub list and are still unable to find a sub, then you should call the program director and explain the state of your emergency, why you cannot do your show. Failure to do a show, without finding a sub, will result in a 30-day suspension.

Meetings:

Attendance at General Staff meetings is required. Missing one meeting is a minor infraction, missing two in one semester is a major infraction. You must notify the assistant general manager in advance of your absence to have it excused.

Indecent and obscene material:

The FCC prohibits the broadcasting of obscene material at all times. Indecent material can be broadcast during Safe Harbor hours (10pm-6am), when the appropriate warning message is played each hour (the safe harbor disclaimer). The FCC defines obscene and indecent material in the following manner:

Obscene Material meets the three following criteria:

1. Appeals primarily to the prurient interest.
2. Violates local contemporary community standards.
3. Is without any significant or redeeming social, artistic, political, or educational value.

(Miller v. California, 1973)

Indecent Material: "language or material that depicts or describes, in terms of patently offensive as measured by contemporary community standards for the broadcast medium, sex, or excretory activities or organs." (Pacifica "George Carlin" WBAI case, 1978)

Committee hours:

All WMHC DJs must perform at least six hours of committee work a semester. Committee work is done with the various members of the Board of Directors. Failure to perform committee hours results in the DJ's inability to apply for a show the following semester, until the hours are completed.

Constitution
WMHC South Hadley
The Mount Holyoke College Broadcasting Association

Article I Name

The name of this organization will be WMHC South Hadley. The Mount Holyoke College Broadcasting Association.

Article II Purpose

The purpose of this radio station will be:

- A. To provide educational training in the medium of radio broadcasting to the students, faculty and staff of Mount Holyoke College and to members of the surrounding community;
- B. To provide music and other entertainment, educational programs, and public service features for the Mount Holyoke community;
- C. To provide a forum for presenting and discussing issues, concerns and matters of interest to Mount Holyoke community members and to allow the community to reach its own conclusions.
- D. To maintain the highest standards of radio broadcasting through comprehensive, diverse, intelligent, and responsible broadcasting which reflects the wants and needs of the station's staff and community.

Article III Ownership and Financing

Section I WMHC is a communications medium owned by the trustees of Mount Holyoke College and operated by the students of Mount Holyoke College as an extra-curricular activity.

Section II All costs of WMHC will be financed by monies from the Mount Holyoke Student Government Association, appropriate college offices, and independent WMHC fundraising efforts.

Article IV Membership

Section I Any Mount Holyoke student, faculty member, staff member, or surrounding community member is considered eligible for membership. Neither WMHC nor any Board member will pass laws or by-laws or act in any way that discriminates based on sex, sexual orientation, religion, handicap, national origin, race, or color.

Section II Classes of Membership

- A. Board of Directors Member
Includes General Manager, Assistant General Manager, Program Director, Business Manager, Music Director(s), Traffic Director, Promotions Director, News/Talk Show Director, Librarian, and Chief Engineer. Additional Board positions may be created by the amendment process detailed in Article XI.
- B. Staff Member
Any member who is actively participating in WMHC as a disc jockey, substitute, assistant to a Board member, or committee member.

C. Trainee

Any individual who is training to become a staff member but has not yet passed her/his test and received her/his WMHC certification.

Section III Membership Requirements

- A. Completion of the station's training course, fulfilling all requirements set by the Program Director in a given semester.
- B. Passing an examination created by the Program Director; which will test a trainee's mastery of FCC regulations, station procedures, station by-laws, and station equipment.
- C. Attending monthly staff meetings.
- D. Following station policy.

Section IV Disciplinary actions, in accordance with station policy, may be taken on any WMHC member in violation of that policy.

Article V Administration

Section I The management of WMHC will be entrusted to the Board of Directors.

Section II All Board of Directors positions will be filled by Mount Holyoke College students.

Section III No Board member will hold more than one position on the Board.

Section IV The Board of Directors as a group has the following powers and duties:

- A. To maintain the proper functionality of the station by creating and implementing station policy.
- B. To resolve disputes in the interpretation of this Constitution.
- C. To set goals for the station.
- D. To approve the spending of station money.
- E. To admit and remove members as detailed in Article IV Section IV
- F. To have authority in all matters not specifically prohibited to the Board of Directors or delegated to some other individual or group in the Constitution.
- G. To create new Board positions through an amendment.

Article VI Members of the Board of Directors

Section I Every Board member will have the power to create and oversee a committee made up of general staff members. These committees will serve to aid Board members in carrying out their duties.

Section II Every Board member will have the authority to remove members of her committee or otherwise discipline any committee members for the better functioning of her department.

Section III Every Board member must present a written year-end report for her department to the General Manager.

Section IV Every Board member is required to schedule at least one office hour per school week during regular business hours (9AM to 5PM). Music directors are required to schedule at least two office hours per week during regular business hours.

Section V WMHC board members are required to attend all general staff meetings. Board members may miss no more than two weekly board meetings per semester, beginning the second week of classes. If a board member misses a third board meeting, her position will automatically come up for review. The review process will consist of a meeting between the general manager, assistant general manager, and the board member in question. During this meeting, the board member will have the opportunity to defend her position. After defending her position, the board member will leave the meeting, and the general manager and assistant general manager will discuss the case and circumstances. At the next board meeting the general manager and assistant general manager will make a recommendation for the next course of action, based on the board member's defense of her position, and their review of the case and circumstances. The board of directors will vote to keep or dismiss the board member from the board based on this recommendation. The dismissal of any board member requires a 2/3 vote of the board. The dismissal of any board member is effective immediately.

Section VI Specific board members powers and duties: Failure to perform these duties will be considered a strike in accordance with station policy

A. General Manager

1. To call, facilitate, and oversee weekly Board and monthly general staff meetings.
2. To act as a liaison between the Mount Holyoke administration, including faculty advisor(s), related campus offices, trustees; the surrounding community; and WMHC
3. To act as a liaison between the WMHC Board of directors and staff.
4. To work with other Board members to help them fulfill their goals, and to submit to them recommendations for the improvement of their departments.
5. To take responsibility for any unfilled Board position and its duties, or to find temporary replacements as detailed in Article IX Section XI.
6. To enforce all Federal Communications Commission's (FCC) rules and to censor or prohibit programs considered in violation of these rules.
7. To present impeachment proceedings to the Board for anyone considered to be doing an inadequate job, as detailed in Article IX Section XIII.
8. To make a final decision on issues where the Board vote is a tie.
9. To present all proposals to the Board for approval.

10. To enforce this Constitution.
11. in another position.
12. To train any future General Managers
13. To serve on the Board of Directors.

B. Assistant General Manager

1. To assist the General Manager with general station responsibilities.
2. To take over the General Manager's responsibilities should she be absent for any reason.
3. To follow up on any infraction of station policy.
4. To take and post minutes of all Board and staff meetings.
5. To coordinate all station committees.
6. To present impeachment proceedings involving the General Manager to the Board, as detailed in Article IX Section XIII.
7. To take attendance at Board and staff meetings.
8. To train any future Assistant General Managers.
9. To serve on the Board of Directors.

C. Program Director

1. To coordinate all programming and to appropriate air time to Board and staff members in accordance with FCC regulations and Board recommendations.
2. To create a scheduling proposal each semester, present it to the Board for approval, and present it to the staff at the semester's first general staff meeting.
3. To post an air time schedule within one week of the semester's first general staff meeting.
4. To settle disputes relating to schedule or programming.
5. To ensure all disc jockeys on the air are qualified to uphold the WMHC station FCC license.
6. To create and distribute program guides within three weeks after the semester's first general staff meeting.

7. To determine and post off-air days before breaks and coordinate any break programming.
8. To oversee the substitute policy and to ensure the station has an adequate number of licensed disc jockeys to handle absences.
9. To create and enforce policies involving selecting Board and staff members for air time in a given semester.
10. To enforce all FCC rules and to censor or prohibit programs considered in violation of these rules.
11. To train all individuals interest in joining the WMHC staff and distribute WMHC certifications to trainees who successfully complete the training program.
12. To train any future Program Directors.
13. To serve on the Board of Directors.

D. Business Manager

1. To supervise and take responsibility for all financial transaction, books, records, and other financial matters.
2. To co-sign and be aware of any Board of Directors decision that involves expenses or other financial transactions
3. To work with the General Manager and Assistant General Manager to prepare an annual budget for the Student Government Association, and to present this budget to the Board of Directors for approval.
4. To oversee the WMHC Fund.
5. To report on and make recommendations regarding the station's financial status at all Board meetings.
6. To train any future Business Managers to ensure accurate record keeping.
7. To serve on the Board of Directors.

E. Music Directors

1. To maintain and organize the station's music libraries and introduce proper measures to prevent theft or other problems.
2. To work with the other music directors to ensure the representation of different types of music, as determined by the music directors and their committees.
3. To create new music departments as necessary and to oversee those departments.

4. To compile weekly play lists and report charts to the College Music Journal.
5. To review, log on computer, and file all music appropriate to each department.
6. To ensure the proper performance of on-air staffs including the playing of required music and music within the genre of the timeslot.
7. To maintain a database of on-air giveaways to keep track of listenership.
8. To contact record labels for promotional CDs to giveaway on air.
9. To contact organize ticket giveaways within their genre.
10. To maintain good relationship with music promoters.
11. To train any future Music Directors.
12. To serve on the Board of Directors.

F. Traffic Director

1. To collect, sort, and distribute station mail at least three times weekly.
2. To create and update a collection of public service announcements (PSAs).
3. To organize her collection of PSAs according to at least five broad categories.
4. To make CDs for PSAs and station IDs.
5. To train any future Traffic Directors.
6. To serve on the Board of Directors.

G. Promotions/Fundraising Director

1. To oversee promotional campaigns (CD, Ticket giveaways, etc) of Music Directors.
2. To create monthly publicity campaigns to keep in constant contact with Mount Holyoke students, faculty and staff.
3. Publicize for DJ recruitment and maintain working relationship with MH News and organize bi-weekly or weekly DJ Spotlights.
4. To develop merchandise giveaways and sales (stickers, key chains, etc.)
5. Oversee chalking campaigns.
6. To be responsible for the mobile DJ Unit, including completing equipment rental contracts, training DJs in its use, and working

with groups interested in renting it to find a suitable DJ for their event.

7. To coordinate campus entertainment events sponsored by WMHC.
8. To help staff members promote individual shows.
9. To train any future promotions directors.
10. To serve on the Board of Directors

H. News/Talk Show Director

1. To coordinate and supervise news programs and educational talk shows.
2. To be responsible for all on-air news/talk show personnel and the quality of their broadcasts.
3. To coordinate regular airtime for news programs and talk shows with the Program Director.
4. To ensure that all news/talk personnel are adequately trained and capable of making technically well-produced and interesting broadcasts.
5. To create station IDs and on-air promos.
6. To train any future news/talk show directors.
7. To serve on the board of directors

I. Librarian

1. To catalog the WMHC music library, and all new music, in a computer database.
2. To oversee station organization.
3. To delegate maintenance of music library.
4. To coordinate the "board pics" shelf.
5. To train any future Librarians.
6. To serve on the Board of Directors.

I. Chief Engineer

1. To maintain station equipment, including doing repairs, replacements, and cleanings as necessary.

2. To work with and maintain a relationship with WMHC's outside contracted engineer.
3. To be on call 24 hours a day for station emergencies, or to appoint a qualified replacement if needed.
4. To ensure DJ's proficiency in Emergency Broadcast System (EBS) procedures.
5. To aid the Program Director in training individuals interested in becoming staff members.
6. To aid the Promotions Director in training DJs on the mobile DJ unit.
7. To ensure all DJs on the air are qualified to uphold WMHC's FCC license.
8. To ensure proper completion of all transmitter logs.
9. To train any future Chief Engineers.
10. To serve on the board of directors.

Article VII Faculty Advisors

Section I The station will have a Chief Advisor who will act as a consultant on business and general internal and external affairs.

Section II The station will employ an outside Technical Advisor who will act as a consultant on electrical, equipment, and other technical affairs.

Section III All advisors are invited to attend all Board of Directors and general staff meetings.

Article VIII Meetings

Section I The General Manager must call monthly staff meetings during the academic year, including an organizational meeting within two weeks of the beginning of each semester and an election meeting in the first week of April.

Section II The Board of Directors will meet once every week during the academic year.

Section III All Board of Directors and general staff meetings will be chaired by the General Manager.

Section IV Board of director's decisions will be passed at meetings by a simple majority vote of the board members present, except where otherwise noted.

Section V For decisions that require expenditures:

- A. An approval of the business manager is sufficient if the expenditure is under \$50.
- B. One half (1/2) of the Board of Directors members must vote for the measure if the expenditure is between \$50 and \$500.

- C. Three fourths (3/4) of the Board of Directors members must vote for the measure if the expenditure is over \$500.
- D. Measures involving expenditures over \$50 must be presented at a Board meeting one week prior to the vote.

Section VI Any staff member at a general staff meeting may challenge any board of directors' decision and request a re-vote. This is not applicable to elections or impeachments.

Section VII Absentee votes will be acceptable for Board of Directors votes provided they are initiated by the absent board member before the vote takes place. This is not applicable to elections or impeachments.

Section VIII One third (1/3) of the Board of Directors members or one fourth (1/4) or the staff members may request a Board of Directors or general staff meeting, provided the request is submitted to the General Manager in writing. The General Manager must call this meeting within ten (10) days.

Section IX The General Manager must give Board members at least four days notice before every board meeting, except weekly meetings scheduled at a fixed time.

Section X The General Manager must give staff members at least one week's notice before every general staff meeting, except monthly meetings scheduled at a fixed time.

Section XI Sections IX and X will be void if the General Manager calls an emergency meeting. In that case, the General Manager will notify all members as soon as possible.

Section XII Board members have the power to call regular committee meetings.

Section XIII The presiding member of any meeting may set limits on speeches or questioning.

Section XIV During a Board of Directors meeting, any Board member may make a motion at any time to dismiss the meeting. The motion will be carried if voted on by majority of members present.

Article IX Elections

Section I All elected Board members will hold their positions for one full academic year, starting from the last day of exams in the spring semester.

Section II Elections will be held in the first week of April at a general staff meeting.

Section III Blank applications for all Board of Directors positions will be posted by the General Manager in the station two weeks before elections.

Section IV Completed application will be due one week before elections, and will be posted in the station for current Board member and staff members to read.

- Section V Elections will proceed by way of secret ballots. Ballots will be tabulated by two (2) graduating Board members, as decided by a simple majority vote of Board members present at the Board meeting most closely preceding elections.
- Section VI Board members may publicly endorse a successor to their position, if they so choose.
- Section VII The total vote will consist of sixty percent (60%) of the current Board vote and forty percent (40%) of the general staff vote.
- Section VIII A candidate will be elected if she receives seventy-five percent (75%) of the vote.
- Section IX If no one candidate receives seventy-five percent (75%) of the vote, the Board may choose a candidate by a simple majority vote, or may choose to leave the position unfilled.
- Section X An elected Board member may resign by submitting a written, signed, and dated letter of resignation to the General Manager at least two (2) weeks before the effective date. Failure to comply with this will lead to the immediate termination of the Board member's station membership.
- Section XI If a Board position is vacated before the regular term of office expires, the General Manager will propose a temporary replacement to the members present at the next Board meeting. The replacement will be accepted by a simple majority vote.
- Section XII A temporary replacement will hold her position for a maximum of four (4) weeks. A regular election, as detailed by Article IX Section III-IX, must be held during this four-week period.
- Section XIII Impeachment Proceedings
- A. A petition signed by at least four (4) Board of Directors members and/or one fourth (1/4) of general staff members citing reasons for the suggested impeachment of a Board member must be submitted to the General Manager to begin proceedings. In the case of suggested impeachment of the General Manager, the petition must be submitted to the Assistant General Manager.
 - B. The General Manager or Assistant General Manager must call a general staff meeting to hear arguments for the impeachment of a Board member. This meeting must take place no later than two (2) weeks after the petition is submitted.
 - C. All parties involved will be invited to attend the meeting, along with witnesses for either side.
 - D. A vote of three fourths (3/4) of the general staff, including the Board and questioned Board member, will be sufficient to remove the Board member from the office provided proceedings were initiated by a staff petition.
 - E. A vote of two thirds (2/3) of the Board of Directors, including the questioned Board member, will be sufficient to remove the Board

member from the office provided proceedings were initiated by a Board petition.

Article X Ratification

- Section I This constitution will be ratified by two thirds (2/3) vote of the Board of Directors and a general approval from the Chief Advisor.
- Section II All general staff members will be informed of this ratification process at least two (2) weeks prior to the final ratification.
- Section III All general staff members will have access to a copy of this Constitution posted in the station. Staff members will be granted a personal copy of this Constitution if they so request.
- Section IV Any general staff member may delay the ratification process by drafting a petition citing the Article(s) and Section(s) of the Constitution that she/he questions, submitting it to the General Manager. The petition must include signatures from at least one third (1/3) of the general staff, which may or may not include Board members and may not include trainees.
- Section V Upon receiving the petition, the General Manager must call a general staff meeting within two (2) weeks to hear arguments for and against the questionable material. The Chief Advisor must attend this meeting.
- Section VI The Board of Directors will attempt to make acceptable changes in the Constitution as monitored by the Chief Advisor in response to general staff objections.
- Section VII Upon ratification, this Constitution will become effective immediately and will supersede all previous constitutions and by-laws.

Article XI Amendments

- Section I Any proposed amendment to this constitution must receive at least two thirds (2/3) of the vote of the full Board of Directors and a general approval of the Chief Advisor.
- Section II Staff members will have the same rights in the amendment process as in the ratification process, as detailed by Article X-Sections II-VI.

Article XII Dissolution

- Section I A proposal for voluntary dissolution of this organization may be called by a petition signed by one half (1/2) of the board of directors and one half (1/2) of the general staff and submitted to the General Manager.
- Section II In the event that such a proposal is received, the General Manager will call and emergency meeting of the general staff.

Section III At this emergency meeting, a unanimous vote of the entire board of directors and a three fourths (3/4) vote of the general staff will enact a voluntary dissolution.

Section IV A dissolution of the station may, for adequate causes, be called by the trustees of the College with approval of the Student Activities office, the Dean of Students, and the Chief Advisor.

Article XIII Enforcement

The Board of Directors is entitled to enforce all station policies. The General Manager is authorized to act on behalf of the Board in initiating disciplinary actions.

Article XIV Appeals

Station members, including Board members and staff members, may appeal in writing any Board of Directors or General Manager's decision on major or expulsionary offenses. Appeals must be submitted to the General Manager. A hearing of the charges must be held before $\frac{3}{4}$ of the Board members at a regular weekly Board meeting. The appealing member is welcome, but not required, to attend. Following a discussion, Board members will vote on the appeal. A simple majority vote is required to affirm, amend, or overturn the original decision.

Article XV Classes of Policy Infractions

Failure to comply with the following policies will result in appropriate disciplinary actions.

I. Strike Policy

A. Three strikes against a DJ will result in the termination of that DJ.

B. DJs have the right to appeal disciplinary actions in a hearing before the Board of Directors or through e-mail communication with the Board of Directors.

C. Grounds for a Strike

1. Swearing on the air at any time.
2. Playing music or recordings with swear words during non-safe harbor hours. A DJ may play recordings with swear words during safe harbor hours (10pm-6am).
3. Missing a General Staff Meeting.
4. Failure to keep accurate needledrop, PSA, and engineering log records.
5. Failure to clean up personal mess in the station, including putting away station CDs and throwing away trash.

II. Grounds for Immediate Dismissal from WMHC, with option to appeal

A. Stealing property from WMHC. Property includes, but is not limited to, CDs, records, equipment, and furniture. In the event that property is stolen, WMHC and Mount Holyoke College reserve the right to take legal action.

B. Vandalizing equipment or furniture. Vandalism includes, but is not limited to, writing on, destroying, or tampering with any WMHC property.

- C. Leaving WMHC in the care of a person who is not a DJ. A WMHC DJ must be in the studio at all times of operation.
- D. Consuming alcoholic beverages or illegal drugs. No one is allowed to consume or be in the possession of the aforementioned on WMHC premises.
- E. Missing a show without finding a substitute. DJs must secure a sub for their show, except in the case of an extreme emergency.
- F. Airing listener phone calls without the listener's knowledge or permission. DJs must get a caller's permission before airing the listener on-air.

III. General Compliance

A. On-air behavior: Programmers are expected to perform professionally at all times. Examples of unprofessional behavior include making derogatory or disrespectful comments during PSAs, "clowning around" on the air, or showing disrespect for the audience, college, college officials, or other staff members.

B. Studio Guests

1. Programmers are permitted to have up to two guests during a program, except in authorized talk shows or training sessions where a larger group is necessary.
2. Unlicensed guests are not permitted to use any station equipment.
3. Programmers will be held fully responsible for the behavior of their guests.

C. Studios and Music Library:

1. Programmers must report immediately to either the Chief Engineer or General Manager equipment Problems that threaten the station's ability to stay on the air or damage to or theft of station property.
2. No bins of music may be left in either studio, unless authorized by the appropriate music director.
4. Station members may sign up for production time in studio 2. If no one is signed up at a given time, Studio 2 is available on a first-come basis.
5. Music directors have precedence over Studio 2 *only* during posted office hours.
6. On-air programming has precedence over production work, including music and equipment.
7. News staff members have precedence over Studio 2 *only* during newscasts and the production approved by the News/Talk Show Director.
8. Smoking, drinking, and eating are prohibited in all station areas.

D. Other:

1. Using station phones for personal, off-campus calls is prohibited.
2. Station members are required to attend all general staff meetings, however are permitted one absence per semester by submitting a written excuse to the Assistant General Manager at least two days before the scheduled meeting.

E. All station members must follow Federal Communications Commission (FCC) policies. Those policies with the most relevance include:

1. The airing of obscene language or material, including "the seven dirty words" and their derivatives, as well as explicit sexual innuendo is prohibited.
2. Commercializing, or promoting profit-making businesses or organizations, is prohibited except in authorized underwriting.
3. Issuing false reports or emergencies is prohibited.
4. Slandorous comments are prohibited.
5. Programmers must follow Emergency Broadcast System procedures correctly.

[circa 2000]

